



## **Final Exam Policy (High School)**

Middle school students and Edgenuity Credit Recovery students are not required to complete a minimum percentage of the course, and they are not required to take proctored final exams.

### **Final Exam Requirement Summary**

- Courses, including the proctored final exam/summative final project, must be completed by the assigned end date.
- Students must pass their final exam and receive an overall passing grade of 60% or better to earn credit for a course.
- Students must have a minimum grade of 60%, including all zeroed work, and be cleared through their teacher in order to attempt a final exam.
- Any incomplete work will result in a partial (or zero grade) and calculated into the final course grade.
- Assignment submissions after the final exam is complete are only accepted at the discretion of the teacher.
- Final exams must be proctored. Students will be scheduled into a two-hour block of time to complete a final exam. For virtual final exam proctoring, students will be required to share their screen and activate their cameras in order to maintain test integrity.
- Final exam should be completed on KUSD issued Chromebook.
- Final exam retakes are granted as follows:
  - Retake #1—for final exam scores below 60%, as long as it is still mathematically possible to pass the course with at least a 60% when the final exam is factored into the grade. Students will need to contact their teacher to arrange for a retake.
  - Retake #2 (Third Attempt)—will only be offered after students complete a student expectation and agreement plan arranged through the teacher.

### **Final Exam Retake #2 (Third Attempt) Requirements**

- Before a third attempt at a final exam is granted, students will need to complete a work plan (created in collaboration with the teacher) to increase mastery prior to the test.

- If the work plan is not completed within the designated time frame, and/or the quality of the work is not accepted by the teacher by the end date, students will not be allowed to retake the exam.
- If the student successfully completes the work plan, but fails the third attempt at the final exam, he/she may immediately request to retake the final exam again. A final exam may be retaken as many times as needed as long as the work plan is completed within the time frame agreed upon.
- A minimum score of 60% must be earned on the final exam and as an overall passing grade, including zeroed grades for missing work, in the course in order to earn credit.

Revised May 2023