

## **ESBCHS Final Exam Policy - Non-Diploma Final Exams**

ESBCHS' Final Exam Policy ensures the security of Final Exams. Students who are unable to write their final exam on the scheduled date, will meet with their administrator to determine whether the student will receive an exemption or deferral of the Final Exam.



### **Missed Final Exam(s) - January**

If a student misses a final exam(s) in January, the student will write the final exam at a later date to be arranged by Administration. Once the Final Exam is written, the student's mark will be adjusted and a course correction will be submitted to Alberta Education.

### **Missed Final Exam(s) - June**

If a student misses a final exam(s) in June, the student will write the final exam(s) on the teacher workdays. If the student cannot write the missed exam(s) on those days, the exam will be written on an agreed date in the following September. Once the Final Exam is written, the student's mark will be adjusted and a course correction will be sent to Alberta Education. This new policy was derived from the Alberta Education Diploma Exam policy.

Procedure:

1. The student will meet with their Assistant Principal to receive an ESBCHS Request for Exemption/Deferral form.
2. The student will then return the completed form to their administrator.
3. Admin will make a decision whether the student will be granted an exemption or whether they will write the Final Exam at a later date.

### **Reasons for Exemption (This list of exemptions mirrors Alberta Education's List of Exemptions for Diploma Exams)**

1. Medical (acute illness, surgery, acute episode of ongoing medical condition; attach Physician Confirmation Form)
2. Inclement Weather (attach official supporting documentation)
3. Court appearance (attach official supporting documentation)
4. Bereavement \_\_\_\_\_ (provide relationship to student - attach official supporting documentation)
5. Other (Specify) \_\_\_\_\_ (provide supporting documentation).