



2014 US Final Examination Information - Grades 9-11 LCDS Upper School

Final exams are an opportunity for students to reinforce the skills and content learned during the course of the year. They also allow students to further practice and strengthen study skills. We hope students will use their time wisely and prepare well for their exams.

Exam schedules/rooms and procedures will be posted outside the Upper School office. Students should be familiar with both documents.

Final Exam Preparation Schedule

To help prepare students for exams, we have established some dates and procedures. We strongly recommend that students begin the process of preparing for exams early.

- By Wednesday, May 1, faculty provided students with information regarding:
 - major topics that will be on the exam
 - an overview of the exam format (# open ended q's, # essays, # matching, etc.)
 - suggestions on how best to study for the exam
 - what materials (calculator, notecards, etc.) are needed for the exam

- Friday, May 23 – Last day for in-class T3 Assessments

- Tuesday, May 27 – last due-date for Major Assignments (projects, long term assignments, paper, major lab write-ups).

- Thursday, May 29 – Study Day at Home

- Final Exam dates: May 30, June 2, and June 3 (make-ups on June 4).

Friday, May 30	US Exams	8:15-10:15 11:45-1:45	History/ World Civ. Science
Monday, June 2	US Exams	8:15-10:15 11:45-1:45	English/ World Civ. Spanish, French, & Chinese
Tuesday, June 3	US Exams	8:15-10:15 11:45-1:45	Mathematics Latin
Wednesday, June 4	US Make-Up Exams	8:15-10:15 and 11:45-1:45	

For those students with documented extended time needs, time and a half extended time will end at 11:15 a.m. & 2:45 p.m. and double time extended time is being scheduled by Mrs. Schmalhofer.

Study Plan

We recommend that students incorporate the following in their study plan:

- Begin now to organize material that will be on the exam.
- Students should set 20-30 minutes per course (2-3 hours total) of exam organization for studying and study time on each of the two weekends preceding the exams. This will be in addition to regular homework.
- Students should plan their schedules to allow study time for their exams.
- Students should eat a balanced diet, avoid caffeine, drink plenty of water and get to bed by 10:30 p.m. each evening during the exams.

Final Exam Policies and Guidelines

1. Regular school dress is required for exam week.
2. Final exams will be two (2) hours in length. Students approved for extended time will start/finish at the posted times.
3. Students are expected to be outside their exam room ten (10) minutes prior to an exam.
4. A student that is late to an exam will not be given additional time, but may start the exam upon arrival.
5. Students are required to take each exam at the designated time and location (to be posted mid-May). Students who have an excused absence for an exam should plan to take a make-up exam on Wednesday, June 4.
6. Excused absences will only be given for illnesses and family emergencies. An excused absence will need approval from Mr. Bondy and/or a note from a doctor. ***A student who misses an exam without an excused absence will not be allowed to make-up the exam and will earn a zero.***
7. If you are allowed a calculator for an exam, be sure to bring extra batteries. Calculators cannot be shared during an exam. Cell phones or devices with internet access cannot be used as calculators.
8. Phones, tech devices, computers, books, or papers cannot be taken into an examination room; leave them at the door or in your locker. (This does not apply to any exam which a teacher has designated as an open-book or open-notes exam or for a student with an accommodation to use a computer.)
9. Upon arrival of the proctors, quiet will prevail until the examination period is over. Students should remain in their seats and raise their hands if they have questions.
10. Students must bring more than one pen or pencil for an exam.
11. All students will remain in the examination room until the period is over even if they have finished so as

not to disrupt other students still working on exams. If blue books are used, be sure to sign all that you use. All copies of examination questions and scrap papers are to be handed in with the blue books.

12. When students are dismissed from an exam they are expected to leave quietly. Students are not to be in the hallways where exams are being given.

Lunch will be served from 11:00-11:45 a.m. on exam days. Students who want to leave campus to eat will need a note/email/phone call sent to the US Office giving permission for the student to leave campus.

13. Students are expected to leave school each day at the completion of their last exam of the day. If there is a transportation problem, students are required to study in room 111 until the regular dismissal time of 3:00 p.m. On May 30, June 2, and June 3, Reading, Hershey/Hummelstown, and York buses will leave at 12:30 p.m. and at 3:07 p.m. There will be no buses on June 4. No late activities bus (5:10 p.m.) will operate.

14. The exam grade will be weighted as 1/7 of the final year grade with each trimester grade weighted as 2/7 of the Final Year grade.

Note: If a student has two (2) exams scheduled at the same time, the student should see Mr. Bondy no later than Thursday, May 15 to resolve the conflict.

Book buy back and purchasing information will be sent out in the near future.

Lockers - Lockers must be cleaned out by 3:00 p.m. on Tuesday, June 3rd. This means before that time:

- Personal belongings are removed from lockers (books, clothing, etc.)
- State books should be returned to teachers
- Return library books

Grades will not be released until outstanding books have been returned. Also, items will be removed from lockers and recycled after the date/time noted above.

I hope this information is helpful.

Sincerely,

C. Eric Bondy
Head of Upper School
Ext. 234

Lancaster Country Day School Mission Statement

The mission of Lancaster Country Day School is to encourage each student's growth within a challenging and supportive academic environment that inspires enthusiasm for learning, the joy of accomplishment, and commitment to community. LCDS fosters the individual's thinking skills, physical and emotional well-being, and creative expression with an emphasis on personal integrity, mutual respect, and social responsibility.