



**Timothy Christian High School
Exam Schedule & Procedures
June 1, 2, & 3, 2010**

Examination time is a time for testing and evaluation. The student has a responsibility to give an account of his learning. The following schedule and procedures are in effect in order to help meet this responsibility.

1. Exams will be given on Tuesday, Wednesday, and Thursday.
2. There will be 3 time blocks for exams. The times are as follows:
1st block - **8:30 AM - 10:00 AM**
2nd block - **10:15 AM - 11:45 AM**
3rd block* - **1:00 PM - 2:30 PM**
*** There is no block 3 on Thursday**
3. All fines must be paid before a student will be allowed to take exams.
4. Students are to remain in the exam room or study hall for the entire period.
5. Buses will run their regular routes each day, leaving school at 3:10pm and leaving at 12:10pm on Thursday.
6. Students with more than two exams on one day may request to switch an exam if they reported a conflict during the exam schedule homeroom today. This may be done only if a student has more than two exams on one day; otherwise, exams must be taken at the regularly scheduled time unless excused due to illness.
7. **FRESHMEN** and **SOPHOMORES:** are to report to study halls on Tuesday, Wednesday, and Thursday when they do not have an exam.
 - A. If parents wish students to remain home or to return home when they do not have an exam, they must bring the parent-signed request (on the back of this form) to the office on or before the day they wish to remain or go home. **NO TELEPHONE CALLS.**
 - B. If students do not have an exam on a certain day, they do not have to report to school.
8. **JUNIORS:** need to report to school only when they are scheduled for exams. If they remain in school when they do not have exams, they must report to study hall.
9. Students are not allowed in the halls or at their lockers during exam blocks. Students who arrive at school **after an exam block has begun** will not be allowed in the building. Your help in ensuring your child's cooperation is appreciated.