

MSD Exam Exemption Form “Instructions For Students”

1. First Period Teachers will distribute *Exam Exemption Forms* to students on Tuesday, December 6, 2011. Students may exempt **up to three (3)** semester exams. In order to be approved to exempt a semester exam, you must earn a grade of **“B” or higher in a class for both quarterly marking periods**. Advanced Placement or EOC (Algebra, Algebra IB, Geometry, Geometry Honors, Biology, and Biology Honors) midterms **cannot be exempted**.

Use the chart below to determine your eligibility and what your grade will be for the semester.

Quarter Grades	Exam Grade (with exemption applied)	Semester Grade (with exemption applied)
A/A	A	A
A/B+	B+	B+
A/B	B	B+
B+/A	B+	B+
B+/B+	B+	B+
B+/B	B	B
B/B	B	B

2. On the reverse side of this form, **INSERT** the **SUBJECT** in “period order” for all seven of your classes. Insert a **”Y”** in the **Waiver “Y/N”** column (next to the “Subject” column) to indicate your choice of the three exams you qualify and choose to exempt.
3. Have your teacher(s) approve the “exam exemption” by inserting **your 1st Quarter Grade, your Proposed 2nd Quarter Grade, your Exempted Exam Grade, and Teacher Signature** *within the appropriate period*.
4. Teacher signatures for exam exemptions can be obtained between December 6th and December 16, 2011, **prior** to the deadline time.
5. After teacher signatures are obtained, the *Exam Exemption Form* **MUST BE signed by you and your parent/guardian**.
6. The green-colored, original *Exam Exemption Form* (with **original** teacher and parent/guardian signatures--**no** photocopies will be allowed) must be returned to Main Guidance **no later than 12:34 p.m. on Friday, December 16, 2011**. No *Exam Exemption Forms* will be accepted after this date and time. No excuses or exceptions will apply.
7. If a student turns in *duplicate Exam Exemption Forms*, **both** forms will be considered **null and void**.
8. Prior to the administration of semester exams, it is the student’s responsibility to verify with the teacher of his/her chosen “exempted” exam(s) that he/she has been approved to exempt his/her exam.
9. Students, please choose your exemptions **wisely**:
 - If you have chosen to exempt an exam, you will **NOT** be able to **change your decision after your form has been turned in**.
 - If you have chosen to exempt an exam but your second quarter grade falls below a "B" (because of tests, quizzes or assignments that were given **after** the exemption was approved), then your **exemption will be withdrawn and it is your responsibility to study and be present for the midterm exam**.
 - If your second quarter grade falls below a "B" and **your exemption is withdrawn, you will NOT be able to replace this exemption** with another exemption after the form has been turned in.
 - Remember, the **RESPONSIBILITY** of: 1) choosing your exemptions wisely; 2) obtaining all required signatures (teacher, parent/guardian and student) on the *Exam Exemption Form*; 3) turning in the *Exam Exemption Form* **ON TIME**; and 4) verifying with each teacher that you are still approved to exempt his/her exam **RESTS SOLELY WITH YOU, THE STUDENT**.