

SEMESTER ASSESSMENT INFORMATION

MIDDLE SCHOOL

Purpose of Semester Assessments

The purpose of semester assessments is to give students the opportunity to demonstrate their learning from the first 18 weeks of school. Assessments are cumulative in nature, and they cover the critical concepts and skills that students have learned and practiced so far this year. In many cases, the assessment takes the form of a pen-and-paper exam. In other cases, a project, presentation, or other form of assessment is a more appropriate way to allow students to demonstrate learning.

Schedule and Timing of Semester Assessments

We block off the week of January 25-28 for semester assessments. Each day, there are two assessment periods, each lasting one hour and 45 minutes. This allows students to complete their assessments in plenty of time, without feeling rushed. The first assessment period goes from 7:55-9:40am, and the second assessment period goes from 10:00-11:45am. Please see the schedule at the end of this email for which assessments happen on which days. This year, to avoid unnecessary transitions and sharing of spaces, these assessment days will be half-days. Students will dismiss and should be picked up from school at 11:45 each day. There will be no lunch or student supervision offered during the afternoons.

Attendance for Semester Assessments

Students are expected to be present for semester assessments. Vacations, appointments, and other activities that would prevent a student from attending school should not be scheduled during the week of January 25-28. Attendance will be taken, and regular attendance procedures will apply.

Semester Assessments for Remote Learners

A second email has been sent with specific information for remote learners about semester assessments. Please see that email for more details.

Preparing for Assessments

We have three weeks of school in January prior to semester assessments. Teachers will not introduce new material after January 19th. They will also not be giving tests or quizzes during the week of January 18th-21st. This will allow time leading up to the exam for teachers to help students review and prepare for their assessments. We encourage students to be as proactive as possible leading up to semester assessments. They can do so by:

- Asking questions and ensuring they have clarity about content and skills for the assessments
- Spending extra time with teachers as needed. We will continue offering our Friday office hours opportunities for students. From 8:00-9:00am, remote learning students may come to campus for individual support from teachers. From 9:00-11:00am, all students may join their teachers for virtual office hours.
- Spreading preparation out over multiple days. We know that cramming the night before an exam, or saving all of the work on a project until the last minute, leads to stress and sub-standard work. We encourage students to use the weeks before semester assessments to begin preparing.
- Middle school students will not take semester assessments for their elective classes. During those two assessment periods (3rd and 4th periods), middle school teachers will work with students on preparation skills in advance of their assessments.

Cell Phone and Device Use

Cell phone use is strictly prohibited during semester assessments. Students should not be using phones to call or text during any of the assessment periods. Phone calls may be made only during breaks and after assessment periods are over. Students may only use their school laptops if directed to by the teacher for the purposes of their semester assessment. Students should not bring any other electronic devices to school during exam week.

When an Assessment Ends

Students will remain quietly in their assigned classroom for the duration of the assessment periods. They should come to school prepared with reading and study materials in case they complete an assessment early.

SECONDARY 1ST SEMESTER FINAL EXAM SCHEDULE

Day	Date	Schedule	Time	Class Scheduled
Monday	Jan. 25	Half Day 11:45-12:00 Dismissal	7:55 – 9:40	3 rd period exam
			9:40 – 9:55	<i>Break</i>
			10:00 – 11:45	5 th period exam
Tuesday	Jan. 26	Half Day 11:45-12:00 Dismissal	7:55 – 9:40	8 th period exam
			9:40 – 9:55	<i>Break</i>
			10:00 – 11:45	4 th period exam
Wednesday	Jan. 27	Half Day 11:45-12:00 Dismissal	7:55 – 9:40	2 nd period exam
			9:40 – 9:55	<i>Break</i>
			10:00 – 11:45	1 st period exam
Thursday	Jan. 28	Half Day 11:45-12:00 Dismissal	7:55 – 9:40	7 th period exam
			9:40 – 9:55	<i>Break</i>
			10:00 – 11:45	6 th period exam

We thank you for your cooperation as we prepare to bring the first semester to a close. If you have any questions, please feel free to let me know.

In His Service,
Matt Althoff
Principal