

September 2011

MEMORANDUM

TO: All Staff
FROM: Erin Mazer, Assistant School Administrator
SUBJECT: Final Exams Schedule

The final examination schedule for the 2011-2012 school year is listed below:

January 12	Review Day	
January 13	Period 1 exam	7:25-9:40
	Period 2 exam	9:55-12:10
January 16	No School	
January 17	Period 3 exam	7:25-9:40
	Period 4 exam	9:55-12:10
January 18	Period 5 exam	7:25-9:40
	Period 6 exam	9:55-12:10
January 19	Period 7 exam	7:25-9:40
	Period 8 exam	9:55-12:10
	and make-up	
January 20	Make-up Exam Day	
January 23	Professional Day	

The second semester final examinations for seniors will be given during regular class periods. The schedule is listed below:

May 21	Periods 7 & 8
May 22	Periods 5 & 6
May 23	Periods 3 & 4
May 24	Periods 1 & 2

May 25	Last day for Seniors, make-up exams only	
June 4	Review Day	
June 5	Graduation- No School	
June 6	Period 1 exam	7:25-9:40
	Period 2 exam	9:55-12:10
June 7	Period 3 exam	7:25-9:40
	Period 4 exam	9:55-12:10
June 8	Period 5 exam	7:25-9:40
	Period 6 exam	9:55-12:10
June 11	Period 7 exam	7:25-9:40
	Period 8 exam	9:55-12:10
	and make-up	
June 12	Make-up Exam Day	
June 13	Professional Day	

Exams will be administered in numerical sequence 1 through 8. In the event of a two-hour delayed opening, we will administer two exams each day using the following schedule:

Exam 1	9:25 – 11:30 a.m.
Lunch	11:30 – 12:00 noon
Exam 2	12:05 - 2:10 p.m.

If there is a school closing, the exams scheduled for the day of the closing(s) will be administered when school reopens, and the schedule will be pushed back.