

**Exam Exemption Policy**  
**New Braunfels High School Spring 2017**

**Exemption Criteria:**

- Must have 75 or above for the semester average
- No more than 3 absences in a class. **ALL** absences count against exemptions except school related absences and documented college visits.
- Cannot have been assigned DAEP or assigned an out of school suspension

**Number of exams to exempt:** A student can exempt up to 3 exams

**AP Courses:** Can exempt final exam

**Dual Credit Courses:** Cannot exempt final exams

**Courses that are only a semester long CANNOT be exempt**

**If I'm exempt from an exam what do I do the day of the test?**

- Student **must** report to the exempted class(es) and may use that time to study for other exams.
- If a student is absent for the class they are exempting it will count against them. If that absence puts him/her over 3 absences a 1 will be entered into the gradebook for the exam score and it **MUST** be made up within the following week of exams. Any exam not made up will remain a 1 in the gradebook and will affect a student's final semester average.
- Students may opt to take an exempted exam to improve his/her grade. The score will be entered into the gradebook **ONLY** if it will help the student's final semester average.

**Applying for an exemption:**

- Exemption forms will be available on the NBHS website and in the back office starting on May 15<sup>th</sup>.
- It is the student's responsibility to have the teacher for each course they wish to exempt (no more than 3) check his/her eligibility and sign off on their form.
- A parent signature on the exemption form **IS REQUIRED**.
- Forms must be returned to the Mrs. Schriewer **no later than 4:30 on May 17<sup>th</sup>**. **Late forms WILL NOT be accepted or considered for exemptions.**
- Qualifications for exemptions are in affect up until the exam. It is the student's responsibility to maintain good attendance during the week prior to exams. Absences acquired after the form has been submitted will count against the student and could cause the student to have to take exempted exams.
- Teachers will double-check eligibility for student prior to exam time. If the student has become ineligible the teacher will let the student know he/she is required to take the exam.

**Reminder: Exemption means you don't have to take a test. YOU DO HAVE TO COME TO CLASS THE DAY OF YOUR EXAM.**