*Dear Students and Parents,*

*Thank you for all you do to forward your student’s learning. To assist you in your planning and to make clear the purposes and approaches West Central applies in exam situations, we will soon provide an exam schedule for June, 2017. We hope this will help us to plan together as a learning community. We also include the policy which addresses missed exams. This is the same policy as used by Alberta Learning for provincial exams. If you have any questions about this schedule or the policy, please call and speak directly with Mr. Moore.*

*Sincerely,*

*The Administration of West Central High School*

**WCHS: Missed Final Exam Policy**

Final examination exemptions **MAY** be granted to students who are unable to complete an examination for one of the following reasons:

*• Acute medical illness*

*• Bereavement*

*• Subpoena to attend court*

*• Scheduled Surgery on the exam date* [Students may also be eligible for exemption if the recovery from the surgical procedure covers the time of examination administration. Medical guidelines for recovery should be followed in most cases and written notification and supporting documentation (i.e. doctor’s note) provided to the school]

***Important-*** Students must provide the school with written notification and supporting documentation (i.e. doctor’s note) in a timely manner in order to qualify for an exam exemption.

Final examination exemptions **MAY NOT** be granted to students who are unable to complete an examination for one of the following reasons:

* Chronic Medical Conditions
* Surgery to, and Broken, Dislocated Limbs
* Test Anxiety
* Planned trip or work

***Important***- Students who anticipate they will be absent for an exam or will be unable to write a final examination as a result of events such as weddings, vacations, work onset, family event or any other planned absence are not eligible to be exempt from their final examination(s). The student will receive a zero for their final exam but may be eligible to write the final exam during the next exam writing session. In rare or extreme situations, the student may be eligible to write their final exam on a date agreed upon by the school in consultation with the teacher and the school principal (or designate).

WCHS Grade 9 students write their PAT exams at the end of their core courses. These PAT exams are used as the final exam for the course. If a parent chooses to exempt their child from the PAT, the student will need to write a separate final exam at a date set by the school. Exemptions based upon IPP and special needs recognition will be considered.

**Students that will be missing a final exam and are planning to write their exam during the next exam writing session must complete a “notification of exam deferral” form to the subject teacher at least two (2) weeks prior to the date the exam is to be written.** Exam writing sessions are during exam weeks in January and June and during the months of April, November, and August as per Alberta Learning’s Diploma Exam Schedule. Approval for an “exam deferral” is given by the principal after the form has been signed by the subject teacher.