



Instructions for Final Exams



1.

Instructions for In-Person Test Takers

When and where will the Final Exams be conducted?

- Every test will be in the same assigned classroom (published at a later date).
- Each exam day will be broken into two sessions with a bathroom break in between:
 - Session #1: 8:30 - 9:30 am
 - Students must report to their assigned classroom by 8:20am
 - Staggered Bathroom Breaks
 - Session #2: 10:05 - 11:05 am
 - Student must report to their assigned classroom by 9:55am

What do I do if I am entitled to accommodations per my IEP/504?

- ◎ All students who are entitled to accommodations per their IEP/504 will report to the ***Student Center*** for their test administration.

What materials will I need?

- ◎ Since all exams will be administered digitally via Google Classroom, ***you will only need your iPad.***
- ◎ Prior to exam day, you **must ensure that you have your iPad fully charged.**

How can I confirm that my test went through?

- ① At the end of your exam, ***students will be instructed to take a screenshot confirming submission of your exam.*** This is either the confirmation page at the end of a Google Form or of the assignment page in Google Classroom that shows “Turned In” with the appropriate attachment.

Students must show this to the proctor at the end of the exam administration.

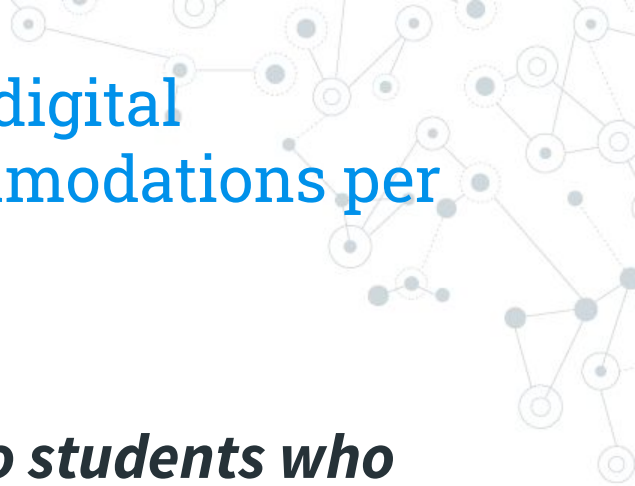


2.

Instructions for Virtual Test Takers

If I am approved to take a digital Final, how do I access my exam?

- ⦿ There will be a ***specific Zoom link*** that students will use for all of their Final Exams. These links will be published to Google Classroom prior to the exam dates.
- ⦿ All ***exams*** will be ***accessed via the student's regular Google Classroom for that class.***



What do I do if I am approved to take a digital examination but I am entitled to accommodations per my IEP/504?

- ⦿ There will be a ***Zoom link dedicated to students who receive accommodations*** proctored directly by members of the Student Support Team.



What materials will I need?

- ⦿ Prior to exam day, ***you must ensure that you have a strong internet connection*** in whatever location you plan to take your exams.
- ⦿ You will need to have ***TWO devices*** available:
 - ***Your iPad*** for taking your exam.
 - ***A second device*** to join Zoom that shows your upper body in frame with your hands and your iPad.
 - You will need to keep **video AND audio on** throughout the duration of the exam.

How can I confirm that my test went through?

- ① At the end of your exam, ***students will be instructed take a screenshot confirming submission of your exam.*** This is either the confirmation page at the end of a Google Form or of the assignment page in Google Classroom that shows “Turned In” with the appropriate attachment.

The student must ***show this to the virtual proctor before signing out.***

What do I do if I have any issues, technical or otherwise?

- ◎ The ***virtual proctor is available*** to assist you during the exam if you are on Zoom. ***Contact them via your microphone or the chat for help.***
- ◎ If you have any ***other issues*** during your exam, ***contact your teacher immediately.***



3.

Frequently Asked Questions

What happens if a student misses the final exam or has major technological issues preventing them from completing the exam?

- ⦿ For any extenuating circumstances, there will be a make-up day on Friday, June 25th. Each department will make specific arrangements for any students who need to take a make-up exam.
- ⦿ Any students who do not make up their exam by Friday, June 25th will receive a 0% as their final exam grade. Final exams account for 10% of the final grade.

Do students have to take a final if they are taking the Regents?

- ⦿ No, the Regents Exam grade will count as the Final Exam grade.

Are students who are approved to take virtual exams exempt from the Regents?

- ◎ Students approved for virtual final exams will receive a virtual final exam comparable in length and rigor to the Regents exam.
- ◎ These students will receive an “E” on their transcript for their Regents grade.

What happens if a student fails the Regents exam? Can they make it up?

- ⦿ There are no Regents make-ups. If a student fails, they will receive an “E” on his or her transcript, and the failing exam grade will count as 10% of the student's final grade in that class.

What if a student is not approved for virtual finals, but gets COVID/quarantined prior to a test?

- ◎ Any COVID quarantines will be reviewed by St. Anthony's COVID Response Coordinator, Mr. Modica.
- ◎ Students who legitimately are quarantined will be given access to the virtual exam provided there is adequate notice.

What happens if a student feels sick on the morning of their exam?

- ⦿ This student should not come to school to take the test in-person.
- ⦿ They should contact their teacher and the attendance office immediately to report their absence.
- ⦿ This student will take their exam on the makeup day, June 25th.

What if NYS cancels this year's Regents?

- ◎ The English, Mathematics, and Science Departments are preparing for this possibility.
- ◎ If the Regents does get canceled, students in those classes will take finals according to the schedule for 6/11-6/15.

Do Students in AP Classes have to take Finals/Regents in addition to the AP Exam?

- Ⓒ Yes
- Ⓒ The only course with both an AP Exam and a Regents is AP Biology.
 - Ⓒ Those students will take the Living Environment Regents
- Ⓒ Any questions about ap exams can be directed to apexams@stanthonyshs.org

Finals & Regents Schedule

- ◎ **JUNE 11**
 - English (9-10) (8:30AM)
 - Chemistry (10:00AM)
- ◎ **JUNE 14**
 - Mathematics (8:30AM)
 - Social Studies (10:00AM)
- ◎ **JUNE 15**
 - Foreign Language (8:30AM)
 - Theology (10:00AM)
- ◎ **JUNE 17**
 - English 11 Regents (8:20AM)
- ◎ **JUNE 18 - Study Day**

- ◎ **JUNE 21 - Study Day**
- ◎ **JUNE 22**
 - Living Environment Regents (8:20AM)
- ◎ **JUNE 23**
 - Algebra I (8:20AM)
- ◎ **JUNE 24**
 - Earth Science (8:20AM)
- ◎ **JUNE 25 - Make-Up Day**