



# Palisades Park Jr./Sr. High School

1 Veterans Plaza  
Palisades Park, NJ 07650

Telephone (201) 941-1100

Fax (201) 941-1280

[www.palpkschools.org](http://www.palpkschools.org)



*Mr. Frank Donohue*  
Principal

*Ms. Krista Voorhis*  
Vice Principal

May 22, 2019

## **2018-2019 Final Exam Schedule**

### **General Information:**

Attached please find the June 2019 exam schedule. Please review the schedule carefully and announce/post the date, time, and location of your exams for your students. Teachers should be available to students on June 13<sup>th</sup> and June 14<sup>th</sup>, and June 17<sup>th</sup> and 18<sup>th</sup> from 1:30pm to 3:00pm.

### **Exam Administration:**

As a reminder, all exams should be common by course. Each exam period is 2 hours in length; however, you may use less time for actual testing. Extra time outside of exam administration may be used for responding to any last-minute student questions, collection of books or materials, and study time for students. If students arrive to an exam period more than 15 minutes late, a make-up exam should be scheduled. Students are required to remain in the exam room for the entire duration of the exam period. Please do not release students prior to the designated end time for your exam period. All classes must meet during the scheduled exam class period and an exam, planned activity, or graded assessment should be provided. Attendance for each class must be taken in PowerSchool.

### **Make-up Exams:**

In the event that a student is legitimately absent from your exam, they are responsible for a make-up exam. It is the teacher's responsibility to contact the student's parent/guardian informing them of the missed exam. Make-up exams will be held in the Cafeteria and supervised by administrators on Tuesday 6/18 and Wednesday 6/19, from 1:00-3:00pm. Please use the attached cover sheet for exam make-up instructions, and deliver your exam to the Main Office in a sealed envelope. Alternately, teachers may schedule a make-up exam with a student independently at a mutually-agreeable time.

### **Exam Exemptions:**

Seniors with a final average of 94 or higher in a full year course may be exempted from the final exam in that course.

### **Grade Posting:**

Marking Period 4 closes on Wednesday 6/12/19. All MP4 grades and Final Exam grades must be posted by 11:59pm on Wednesday 6/19/19. Requests for "Incompletes" will not be honored for MP4 except in case of emergency, on a case-by-case basis with administrative approval. Missing assignments at the close of the marking period will default to zeros and the student's grade will be calculated with zeros in place.

**MP4 and Final Exam grades must be posted by Wednesday 6/19/19, 11:59pm.**

**Wednesday 6/19 – D Day; Thursday 6/20 – B Day; Friday 6/21 – C Day**



# Palisades Park Jr./Sr. High School

1 Veterans Plaza  
Palisades Park, NJ 07650

Telephone (201) 941-1100

Fax (201) 941-1280

[www.palpkschools.org](http://www.palpkschools.org)



Mr. Frank Donohue  
Principal

Ms. Krista Voorhis  
Vice Principal

## 2018-2019 Midterm/Final Exam Schedule

### Thursday, June 13<sup>th</sup>

<b>Period 1A Exam</b>	<b>8:17 - 10:17</b>
Break	10:17 - 10:30
<b>Period 2A Exam</b>	<b>10:30 - 12:30</b>
Dismissal for Students	12:30pm
<b>Teachers Available</b>	<b>1:30 - 3:00</b>

### Friday, June 14<sup>th</sup>

<b>Period 3A Exam</b>	<b>8:17 - 10:17</b>
Break	10:17 - 10:30
<b>Period 5A Exam</b>	<b>10:30 - 12:30</b>
Dismissal for Students	12:30pm
<b>Teachers Available</b>	<b>1:30 - 3:00</b>

### Monday, June 17<sup>th</sup>

<b>Period 6A Exam</b>	<b>8:17 - 10:17</b>
Break	10:17 - 10:30
<b>Period 7A Exam</b>	<b>10:30 - 12:30</b>
Dismissal for Students	12:30pm
<b>Teachers Available</b>	<b>1:30 - 3:00</b>

### Tuesday, June 18<sup>th</sup>

<b>Period 1B Exam</b>	<b>8:17 - 10:17</b>
Break	10:17 - 10:30
<b>Period 5B Exam</b>	<b>10:30 - 12:30</b>
Dismissal for Students	12:30pm
<b>Teachers Available</b>	<b>1:30 - 3:00</b>



# Palisades Park Jr./Sr. High School

1 Veterans Plaza  
Palisades Park, NJ 07650

Telephone (201) 941-1100

Fax (201) 941-1280

[www.palpkschools.org](http://www.palpkschools.org)



*Mr. Frank Donohue*  
*Principal*

*Ms. Krista Voorhis*  
*Vice Principal*

## Final Exam Make-up Cover Sheet

Instructions: Please seal exam into a manila envelope and affix this completed cover sheet to the front. Please ensure that all instructions for all parts of the exam are included, and be sure to also include any additional necessary materials for exam completion (ruler, calculator, etc.) Drop this envelope to the Main Office; students' make-up exams will be supervised by administrators in the Cafeteria on Tuesday 6/18 and Wednesday 6/19, from 1:00 – 3:00pm. Completed exams will be returned to your mailbox for grading.

Student Name \_\_\_\_\_

Class \_\_\_\_\_ Period \_\_\_\_\_

Teacher \_\_\_\_\_

Scheduled Exam Date/Time \_\_\_\_\_