



Final Exam Policy (High School)

Middle school students and Compass Learning Credit Recovery students are not required to complete a minimum percentage of the course, and they are not required to take proctored final exams.

Final Exam Requirement Summary

- Courses, including the final exam, must be completed by the assigned end date. Qualifying students may apply for the [Academic Extension](#) (by the end of week 7) if additional time is needed to complete the course.
- Students must pass their final exam and receive an overall passing grade of 60% or better to earn credit for a course.
- Students must have 80% of the course work complete and be cleared through their teacher in order to attempt a final exam.
- Any incomplete work will result in a partial or zero grades and calculated into the final course grade.
- Assignment submissions after the final exam is complete are only accepted at the discretion of the teacher.
- Final exams must be taken in the eSchool Computer Lab. Alternative proctoring settings must be approved through the Kenosha eSchool office at least two school days before the final exam. Any fees, transportation, or incidentals required for an alternative exam proctoring will be the responsibility of the student.
- Final exam retakes are granted as follows:
 - Retake #1—for final exam scores below 60%, as long as it is still mathematically possible to pass the course with at least a 60% when the final exam is factored into the grade. Students will need to contact their teacher to arrange for a retake.
 - Retake #2 (Third Attempt)—will only be offered after students complete a student expectation and agreement plan arranged through the teacher.

Final Exam Retake #2 (Third Attempt) Requirements

- Before a third attempt at a final exam is granted, students will need to complete a work plan (created in collaboration with the teacher) to increase mastery prior to the test.
- If the work plan is not completed within the designated time frame, and/or the quality of the work is not accepted by the teacher by the end date, students will not be allowed to retake the exam.
- If the student successfully completes the work plan, but fails the third attempt at the final exam, he/she may immediately request to retake the final exam again. A final exam may be retaken as many times as needed as long as the work plan is completed within the time frame agreed upon.
- A minimum score of 60% must be earned on the final exam and as an overall grade in the course in order to earn credit.