

# **Cairo Durham High School**

## **Examination Guidelines for Parents and Students**

- Final and Regents exams are vital educational assessments at Cairo Durham High School. Please encourage your child(ren) to prepare for the exams in order to achieve the best grade possible.
- Students are expected to be present and on time for all scheduled exams. This includes exams during regular school days which may include speaking and presentation components. Please check with your teacher during regular school days for final exam schedules. During exam days, students must be in attendance for their scheduled exams. Please schedule family vacations when school is not in session.
- It is the responsibility of the student to bring any necessary testing materials (i.e., writing implement, calculator) for the exam. Electronic devices, coats, purses and backpacks are prohibited in the testing area. Valuables should be left at home. Any items left outside the testing area, such as cell phones, are not the responsibility of the school.
- Students who arrive late to an examination must report in by a minimum late time or they will not be allowed into the test room. Students who arrive late must complete the exam by the scheduled end time.
- Students must remain in the assigned testing area until the minimum dismissal time, and then will report to designated waiting areas.
- Exams that are not listed on the schedule are being conducted in class prior to the testing dates. Students should see their teacher for further details. The regulations apply to these exams as well.
- Failure to attend an exam results in a zero, except in the following two cases:
  - Before the exam, a parent notifies the CDHS main office concerning the student's illness and produces a doctor's note verifying the medical situation
  - Before the exam, a parent notifies the CDHS main office concerning the student's illness or family emergency, and appeals the situation to a faculty committee which will determine, based on extraordinary circumstances, whether the exam be made up.
  - If either of these two conditions are met, the students will arrange with the teacher a time to take a make-up exam as soon as possible. Regents exams, if missed, cannot be taken until the next administration date scheduled by the NYS Education Department.

**High School Office phone number is 622-8543**