

## Kirtland High School 2nd Quarter Benchmark Exam Information

Testing Schedule for grades 9-12	Wednesday 12/18/24	Thursday 12/19/24	Friday 12/20/24
7:30 am - 8:50 am	1st period	2nd period	3rd period
9:00 am - 10:20 am	4th period	5th period	6th period
10:30 am - 11:50 am	7th period	Make-up exams	Make-up exams
11:50 pm - 12:30 pm	Staff Lunch		
12:30 pm - 2:37 pm	Extended Time Testing/Make-ups/Grading/Planning		

- Students only need to attend periods in which they have an exam. They may arrive late or leave early based on their schedule. However, students may not leave the school and return on the same day. (ex: If a student has a 1st and 7th period exam on 12/18, they may not go home in-between).
- If a student has three exams on Wednesday, 12/18, they may reschedule one of them to Tuesday or Wednesday by communicating with their classroom teacher.
- If a student has a **legitimate** reason to take an exam prior to 12/18/24, they should fill out an extended absence form, which can be found in the main office. They should then schedule with their teachers a time prior to 12/18/24 to take their exams.
- If a student has a **legitimate** reason to move an exam to a different period, the student should speak to their classroom teacher. Students will not be approved to move an exam for convenience.
- Students who attend Auburn Career Center and/or take CCP classes off campus will be provided an alternate time by their teacher to take an exam if they have a conflict.
- Any student who is in the building, but not taking an exam, must report to and remain in the cafeteria for study hall.
- Students will remain in their exam classroom during the entire exam period.
- Bus transportation will continue as normal during exams. Grab and go lunch items will be available for purchase in the cafeteria.
- Middle school students taking high school classes will report for their scheduled exam time.
- A 2nd quarter Benchmark exam (or a culminating project) will be given in every class unless otherwise noted from the classroom teacher. Exams are 80 minutes each. 2nd quarter Benchmark exams contribute 5% to the Final Grade in each class.