



16100 E. Palisades Blvd.
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Friday, December 4, 2020

Hello Falcon Families,

Well, we made it through Thanksgiving! We hope that you enjoyed your time with family and friends during the holiday.

Here at the high school, we're working hard to finish up the next two weeks of the semester. Our teachers have been working diligently to cover the handful of lessons remaining in the semester while also planning and preparing for final exams.

With that said, we would like to share how final exams will be conducted this semester given we will be in a hybrid learning model. We have had to alter our final exam schedule to fit this unique learning modality.

Final exams will be taking place the week of December 14th. Please see the schedule below. The schedule was created with input from several staff members who dedicated several hours in creating this and ensuring that the academic process is upheld. There were many items we had to take into consideration, mainly the integrity of the testing process.

Please review the following bullet points that outline the procedures and guidelines that will need to be followed during exam week:

1. **ALL** final exams will be administered through Schools PLP.
2. All students who opted to be in-person **MUST** take their final exams in person on their scheduled dates according to the final exam schedule.
3. Students who chose remote learning are encouraged to be in person for final exams.
4. Cameras **MUST** be on at all times for students who need to take their exams remotely. The student's face must be visible at all times.
5. Students **MUST** check in with their teachers on their scheduled remote day via Google Meet or Zoom at the beginning of each class. Failure to do so will result in being marked absent.
6. In order to protect the integrity of exams, the following will be added as protective measures:
 - a. All exams will be timed.
 - b. Exams will only be accessible by entering a password provided by the teacher or by students requesting to have the exam unlocked by the teacher through Schools PLP. The method of choice will be determined by the individual teacher.
 - c. For each exam, the questions and answer selections will be randomized. No two exams will be identical.

Our preference is to have as many students take their exams in person on campus as possible. We understand that we have some students who have chosen to learn remotely for various reasons but would like to provide an option for those students to be with us on campus. We are prepared



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HIGH SCHOOL

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to administer additional procedures for our remote learning students who may not feel comfortable being around or near a lot of people in a classroom. With that, here is what we will be providing as an in-person testing environment for our remote students:

- Remote students will be placed and spread out in 4-5 classrooms in the F building. No other students will be in that building during that time.
- Remote students will be directed to be dropped off and enter through the gate off of Golden Eagle Boulevard. This gate is nearest to the F building.
- Counselors and Administrators will administer and facilitate exams.
- Remote students who come to campus to take exams in person will be permitted to leave once they have completed all their exams.

*Remote students, please contact your counselor if you'd like to take your exam in person by **Friday, December 11th.***

Finally, NO final exams will be given early. Students must test on their assigned date and time. If a student is ill or is unable to take their final exam on the assigned date, they will need to coordinate a make-up date with their teacher once we return back from winter break. All final exams **MUST** be completed on or prior to Friday, January 15th.

In closing, we are reminded daily that we have the best students, staff, and parents around! Thank you for the many things you do to support our school! We greatly appreciate your patience and understanding as we navigate through these unique circumstances.

Sincerely,
Kris Alexander
Principal



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Hybrid Final Exam Schedule Fall 2020 School Year

Monday, December 14 - Virtual Review Day (no students on campus)

Tuesday, December 15 - Cohort A (A-L) Testing

7:30-8:50	1st Period (Exam)
9:00-10:20	2nd Period (Exam)
10:30-11:45	3rd Period (Exam)
11:45-12:25	Lunch
12:30-1:03	4th Period - Review Session for Cohort A (in person) & Cohort B (remote)
1:08-1:41	5th Period - Review Session for Cohort A (in person) & Cohort B (remote)
1:46-2:20	6th Period - Review Session for Cohort A (in person) & Cohort B (remote)

Wednesday, December 16 - Cohort B (M-Z) Testing

7:30-8:50	1st Period (Exam)
9:00-10:20	2nd Period (Exam)
10:30-11:45	3rd Period (Exam)
11:45-12:25	Lunch
12:30-1:03	4th Period - Review Session for Cohort B (in person) & Cohort A (remote)
1:08-1:41	5th Period - Review Session for Cohort B (in person) & Cohort A (remote)
1:46-2:20	6th Period - Review Session for Cohort B (in person) & Cohort A (remote)

Thursday, December 17 - Cohort A (A-L) Testing (Early Release Schedule)

7:30-8:50	4th Period (Exam)
9:00-10:20	5th Period (Exam)
10:30-11:45	6th Period (Exam)

Friday, December 18 - Cohort B (M-Z) Testing (Early Release Schedule)

7:30-8:50	4th Period (Exam)
9:00-10:20	5th Period (Exam)
10:30-11:45	6th Period (Exam)