



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
EUROPE – SOUTH DISTRICT  
NAPLES MIDDLE HIGH SCHOOL  
PSC 808 BOX 15  
FPO AE 09618-0015**

SUBJECT: First semester final expectations and exam schedule.

1. Purpose: To establish the first semester exam schedule and to establish common expectations for final exam's in grade 7-12 at Naples MHS.
2. Applicability: This SOP applies to all NMHS educators.
3. Cancellation: This SOP cancels all previous written or verbally-conveyed guidance in addition to district, area, and headquarters level guidance regarding final exams.
4. Exam Expectations:
  - a. Cumulative semester tests are required of all students in all courses which award one-half credit. There are no exceptions.
  - b. Appropriate semester tests may consist of skill or performance tests as well as oral or written examinations depending upon the objectives of the course and the nature of the learning activities of the class.
  - c. All educators in grade 7-8 are expected to administer a meaningful learning activity that is aligned to the curricular standards during the allocated exam period. This activity does not need to be cumulative in nature.
  - d. A digital copy of all semester exams should be provided to your front line supervisor (Dean or Ontiveros) prior to exam week.
6. Exam Schedule:
  - a. Below is the adopted exam schedule for first semester SY 18-19.
  - b. No changes are to be made to the exam schedule without the approval of the principal.
  - c. Accommodations listed in a student's Individualized Education Plan (IEP) and 504s must be implemented as written.

**Semester 1 Exam Schedule January 18- 24, 2018**

				<b>Fri. Jan 18 "A" Day</b>
				Period 1 <b>Exam</b>
				Period 2
				Period 3 <b>Exam</b>
				Period 4

<b>Mon Jan 21</b>	<b>Tues Jan 22 "B" Day</b>	<b>Wed Jan 23 "A" Day</b>	<b>Thurs Jan 24 "B" Day</b> <b>Note: Periods adjusted accordingly</b>	<b>Friday Jan 25</b>
No School Martin Luther King Jr. Observance	Period 5 <b>Exam</b>	Period 1 Can be used for exam makeup	Period 6 <b>Exam</b> Needs 80 minutes 07:55-09:15	<b>Teacher Work Day</b>
	Period 6	Period 2 <b>Exam</b>	Period 5 09:30-10:25	
	Period 7 <b>Exam</b>	Period 3 Can be used for exam makeup	Period 7 10:30-11:25	
	Period 8 Seminar (can be used for exam makeup )	Period 4 <b>Exam</b>	Lunch for Middle School 11:30-12:05  Seminar for High School 11:30-12:20	
			Seminar for Middle School 12:10-13:00  Lunch for High School 12:25-13:00	

Fredo Ontiveros  
Principal