



HEPHZIBAH COMPREHENSIVE HIGH SCHOOL

Chris Nabahe, Principal
Tameka Brown, Assistant Principal
Dr. Laurie Taylor, Assistant Principal
Dr. Michael Williams Assistant Principal
Frankie Wright, Assistant Principal



HHS 2025-2026 Semester Exam Teacher Expectations and Guidance Document

Good Day Rebel Educators,

Please follow the instructions listed below regarding HHS Fall 2025 Semester Exams Expectations and the Fall 2025 Exam Schedule.

1. All grade books should be updated by **Tuesday, December 9, 2025**, before leaving for the day. This is the cut-off day for students to exempt. Please encourage students to complete all missing work by **Friday, December 5, 2025**, to give yourself time to grade assignments.
2. Ms. Williams, our School Registrar, will print out exemption letters on **Wednesday, December 10, 2025**, of all students who have earned a 90 or above in each course by period and teacher.
3. Exemption letters will be sent home **Thursday, December 11, 2025**. These letters will be in your teacher mailboxes by 7AM on Thursday, December 11, 2025. All teachers will keep a record of students who can exempt the exams. Mrs. Patsy Williams, our registrar will have the master list for student exemptions.
4. If you have student(s) who missed your exam, please reach out to them and their parents about the missing exam. ***If you teach an EOC Course, make sure to place an "I" in Infinite Campus, not a zero.*** You should inform the student and parent that the student will not receive a semester exam grade until the exam is taken. ***If you teach a Non- EOC Course and the student misses the exam, please place a zero in Infinite Campus.*** You should inform the student and parent that the student will receive a zero for the semester exam grade until the exam is taken. This is to be done after each exam is administered.
5. All students who exempt an exam should **NOT** be marked absent in Infinite Campus on the day of the exam. Teachers should select the **"E" option** as the attendance code. This is very important.
6. All students should receive a study guide for your exam.
7. All exams should contain a combination of constructed response and multiple-choice questions totaling at least 50 questions, but not to exceed more than 75 questions. There should be at least one constructed response for each unit you have covered from August 5, 2025 to December 12, 2025. (For example, ELA has covered two units, so they will have at least two constructed response questions)
8. During each exam period, the students should be given at least 48 minutes to review their notes and study guide before the exam is administered. A study period has been included in the final exam schedule.
9. If your exam is on Canvas, please inform students to come with a charge laptop.
10. There should be one semester exam for each course.
11. A standard should be attached to each question.
12. Semester Exam Collaboration will be **Tuesday, December 2, 2025**. Focus is on creating a well-balanced exam. All teachers teaching the same course must have a common assessment.
13. Semester exams and answer keys are due to department chairs in a folder with name on the outside by **Monday, December 8, 2025**.
14. Department chairs are to submit semester exams and answer keys to Mrs. Parks by **Tuesday, December 9, 2025**.
15. Please ensure to implement testing accommodations when administering Final Exams. If a student requires small group testing, please reach out to inclusion teachers for support with small group testing.
16. Semester exams should be counted as the final exam when inputting the student's score in Infinite Campus. **Students who do not pass the course for the semester will not receive credit for the course and will have to repeat this section of the course.**
17. AP Courses are also required to give a mid-term exam.
18. There should be no Movies, Parties or Food during the scheduled exam window.
19. Please post all Semester 1 and Exam Grades in Infinite Campus on **Friday, December 19, 2025**, before leaving for the day.
20. If students are exempt from taking a final exam, teachers must input attendance codes for these students in Infinite Campus by Friday, December 12, 2025 in Infinite Campus. Please refer to **Page 3** for Final Exam Exemptions Attendance Codes.



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HHS 2025-2026 Semester Exam Schedule

Monday, December 15, 2025 through Friday, December 19, 2025

Monday, December 15, 2025	
Time	Exam/ Event
7:25AM- 8:05AM	1 st Period
8:10AM-8:45AM	2 nd Period
8:50AM-9:25AM	3 rd Period
9:30AM-10:05AM	4 th Period
10:10AM- 10:40AM	7 th Period Exam Study Session/ Break
10:45AM-11:15AM	1 st Lunch- Admin will assign lunch
11:20AM- 11:50AM	2 nd Lunch- Admin will assign lunch
11:55AM- 12:15PM	Break/Study
12:15PM-2:15PM	7 th Period Exam

Tuesday, December 16, 2025	
Time	Exam/ Event
7:25AM- 8:15AM	1 st Period Exam Study Session/ Break
8:15AM- 10:15AM	1 st Period Exam
10:20AM- 10:40AM	4 th Period Exam Study Session/ Break
10:45AM-11:15AM	1 st Lunch- Admin will assign lunch
11:20AM- 11:50AM	2 nd Lunch- Admin will assign lunch
11:55AM- 12:15PM	Break/Study
12:15PM-2:15PM	4 th Period Exam

Wednesday, December 17, 2025	
Time	Exam/ Event
7:25AM- 8:15AM	2 nd Period Exam Study Session/ Break
8:15AM- 10:15AM	2 nd Period Exam
10:20AM- 10:40AM	6 th Period Exam Study Session/ Break
10:45AM-11:15AM	1 st Lunch- Admin will assign lunch
11:20AM- 11:50AM	2 nd Lunch- Admin will assign lunch
11:55AM- 12:15PM	Break/Study
12:15PM-2:15PM	6 th Period Exam

Thursday, December 18, 2025	
Time	Exam/ Event
7:25AM- 8:15AM	3 rd Period Exam Study Session/ Break
8:15AM- 10:15AM	3 rd Period Exam
10:20AM- 10:40AM	5 th Period Exam Study Session/ Break
10:45AM-11:15AM	1 st Lunch- Admin will assign lunch
11:20AM- 11:50AM	2 nd Lunch- Admin will assign lunch
11:55AM- 12:15PM	Break/Study
12:15PM-2:15PM	5 th Period Exam

Friday, December 19, 2025	
Time	Exam/ Event
7:25AM- 10:45AM	Makeup Exams with assigned teachers
10:45AM-11:15AM	1 st Lunch- Admin will assign lunch
11:20AM- 11:50AM	2 nd Lunch- Admin will assign lunch
11:55AM- 12:15PM	Prepare for Dismissal
12:15PM	Dismissal



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Final Exam Week Attendance Codes

Monday, December 15, 2025 through Friday, December 19, 2025

1. Is a student exempted your exam, please code their attendance as **EXEMPT** on Monday, December 15, 2025, the day of the actual final exam, and on Friday, December 19, 2025.
2. If a student took their exam Mon-Thurs, during the regular final exam time, please code their attendance as **Exempt** for Friday, December 19, 2025. Do NOT mark these students present on Friday, December 19, 2025.
3. If a student completed their makeup exam on Friday, December 19, 2025, please code their attendance as **PRESENT** for Friday, December 19, 2025.
4. If a student did not take your exam, at all (on scheduled exam day or on the makeup exam day), please code their attendance as **ABSENT** for these exam days.