

**Marlboro High School - MIDTERM EXAM SCHEDULE****JANUARY 2009****TUESDAY, JANUARY 27, 2009-EARLY DISMISSAL (NO LUNCHESES SERVED)**

Half Day	H.R.	8:30 - 8:40	Announcements	10 minutes
	Period 10	8:45 - 9:22	Class	37 minutes
	Period 11	9:27 - 10:04	Class	37 minutes
	Period 1	10:09 - 10:46	Class	37 minutes
	Period 2	10:51 - 11:28	Class	37 minutes
<b>Period 11 EXAM</b>	Period 11 Exam	11:33 - 1:03	EXAM	90 minutes
Dismissal				

**WEDNESDAY, JANUARY 28, 2009-EARLY DISMISSAL (NO LUNCHESES SERVED)**

Half Day	H.R.	8:30 - 8:41	Announcements	11 minutes
<b>Period 1 EXAM</b>	Period 1 Exam	8:46 - 10:16	EXAM	90 minutes
	Period 3/4/5	10:21 - 10:52	Class	31 minutes
	Period 5/6/7	10:57 - 11:28	Class	31 minutes
<b>Period 2 EXAM</b>	Period 2 Exam	11:33 - 1:03	EXAM	90 minutes
Dismissal				

**THURSDAY, JANUARY 29, 2009-EARLY DISMISSAL (NO LUNCHESES SERVED)**

Half Day	H.R.	8:30 - 8:41	Announcements	11 minutes
<b>Period 3/4/5 EXAM</b>	Period 3/4/5 Exam	8:46 - 10:16	EXAM	90 minutes
	Period 7/8/9	10:21 - 10:52	Class	31 minutes
	Period 10	10:57 - 11:28	Class	31 minutes
<b>Period 5/6/7 EXAM</b>	Period 5/6/7 Exam	11:33 - 1:03	EXAM	90 minutes
Dismissal				

**FRIDAY, JANUARY 30, 2009-EARLY DISMISSAL (NO LUNCHESES SERVED)**

Half Day	H.R.	8:30 - 8:41	Announcements	11 minutes
<b>Period 7/8/9 EXAM</b>	Period 7/8/9 Exam	8:46 - 10:16	EXAM	90 minutes
	Period 11	10:21 - 10:52	Class	31 minutes
	Period 1	10:57 - 11:28	Class	31 minutes
<b>Period 10 Exam</b>	Period 10 Exam	11:33 - 1:03	EXAM	90 minutes
Dismissal				

**MAKE-UP EXAMS**

Make-up exams will be held on Monday, February 2, and on Tuesday, February 3, 2009 after school from 3:15 PM-4:45 PM in the Media Center.

Students who do not make-up an exam on one of the scheduled dates must show that they have an excused absence due to personal illness (with doctor's note), death in the family, or religious holiday. All other reasons for an excused absence must be approved by the principal.

NOTE: In the event of a delayed opening or a school closing during exams, exams for that specific day will be postponed until the next day. The entire schedule will be pushed back to the next day. For example, if we have a school closing on a Tuesday, we will follow Tuesday's exam schedule on Wednesday, Wednesday's exam schedule will be on Thursday, and so on.

**THE FIRST DAY OF THE NEW MARKING PERIOD IS**  
**MONDAY, FEBRUARY 2, 2009**

**MARLBORO HIGH SCHOOL  
OFFICE OF THE PRINCIPAL**

DATE: January 7, 2009  
TO: Marlboro High School Faculty  
FROM: Mr. North, Mr. Boylan, Dr. Forgeron, Mrs. Ilarraza  
and Mr. Ryden  
RE: Mid-Term Exams

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Attached you will find the Mid-Term Exam schedule along with a make-up schedule. It is important that you adhere to the following procedures for mid-term exams so that we may create an atmosphere conducive to testing.

1. Do not administer mid-term exams prior to the prescribed schedule. All make-ups must be given after the regular schedule is completed.
2. Do not schedule any testing during mid-term days other than a mid-term exam.
3. Mid-term exams are expected to last the entire testing period. Under no circumstances are students to line up at the classroom door before the end of the period.
4. Students will not be allowed out of the classroom during the exam period unless it is a dire emergency. Please announce this to all of your classes so that they will not ask to leave your classroom.
5. Students who do not make-up an exam on one of the scheduled dates must show that they have an excused absence due to personal illness (with doctor's note), death in the family, or religious holiday. All other reasons for an excused absence must be approved by the principal.

If a student fails to make up a midterm exam they will receive a grade of E for the exam.

6. Teachers are to input grades by the District time-line and supervisors will verify through STARS. The Star portal will be open from February 2, through February 9, 2009.

**NOTE: In the event of a delayed opening or a school closing during exams, exams for that specific day will be postponed until the next day. The entire schedule will be pushed back to the next day. For example, if we have a school closing on a Tuesday, we will follow Tuesday's exam schedule on Wednesday, Wednesday's exam schedule will be on Thursday, and so on.**

**THE FIRST DAY OF THE NEW MARKING PERIOD IS  
MONDAY, FEBRUARY 2, 2009**

## Mid-Term Exam Make-up Schedule

Mid-term make-up schedule will be Monday and Tuesday, February 2 and 3, 2009 in the Media Center after school. These exams will be administered by subject area as follows.

### Monday, February 2, 2009

Math, World Language, Social Studies, Health and Physical Education

Time: 3:15 PM to 4:45 PM

Location: Media Center

Mrs. Andreacci, Miss Kayafas and Mrs. McCormack will be proctoring.

### Tuesday, February 3, 2009

English, Business, Applied Tech, Life Science/Tech, Science, Art, Music

Time: 3:15 PM to 4:45 PM

Location: Media Center

Dr. Flynn, Mr. Pierson and Mr. O'Boyle will be proctoring.

You are to provide your supervisor with a packet, complete with self-explanatory instructions for your students. Each packet should contain a copy of the exam, composition paper, scantron sheets, and #2 pencils, if necessary. Be sure to identify each packet with the student's name and course number.

Remember, your students will not have the benefit of asking you questions, so make sure that the student can be self-sufficient. Your student will be given the packet and directed to a seat to begin the test.

If the student missed the make-up exam, make arrangements directly with the student to administer the test at a mutually agreed upon time and location. You are to administer this make-up exam.