



November 24, 2009

Dear Parents/Guardians:

As the semester comes to an end, we are all eagerly awaiting the winter break. However, before we can relax, we must all help our students focus on the semester exams. In this letter we have addressed several topics that may help you and your child make plans for studying and focusing on those exams. Don't forget that in grades 7-12 the exams count for 20% of the semester grade since the first and second quarter grades count for 80% of the semester grade (in 6th grade exams count as two test grades in the 4th quarter).

1. Can my child earn an exemption from an exam?

Exam exemptions are only allowed for year-long classes during the spring exams. Students must have a yearly average of 90% or higher in order to exempt. The exemption list is not posted until the last day of the fourth quarter.

2. What is the time table for the exams?

- Exams run from Monday, December 14, through Thursday, December 17.
- Each day, one exam will be administered at 9:00-11:00.
- The second exam each day will be from 12:00-2:00.
- **Please consult the exam schedule to see when you child takes a specific subject exam.**

3. What time do I pick up my child?

- Students should be picked up promptly after an exam session is over.
- If your child does not have an exam scheduled during an exam session, then he or she does NOT need to come to school.

4. What should I do if my child cannot be picked up at 2:00?

After school care will be provided in the library beginning at 2:15 (until 4:00).

5. Can students leave between exam sessions? NO.

Students should plan on bringing lunch or snacks. Students will not be allowed to leave from 11:00-12:00 for safety reasons.

6. What if my child arrives late for an exam?

Exam sessions run for two hours only. If a child arrives late, then he or she will have the remainder of the two hours left to complete the exam.

7. What if my child is sick?

If your child is sick prior to an exam, please call either Liz Boyd or Gretchen Batalis prior to the start of the exam session to discuss an alternative.

Please let us know if you have any questions about the exam schedule.

Sincerely,

Liz Boyd
Head of Upper School

Gretchen Batalis
Head of Middle School

Charleston Collegiate School
First Semester Exam Schedule 2009-2010

Monday, December 14

8-9	Café	OD
8-9	Outside	McDermott
8-9	Gym	Sowers
11-12	Café	Stewart, Pringle
11-12	Gym	Lundquist
11-12	Outside MS	Poe
2-2:30	Outside MS	Hemingway
2-2:30	Outside US	Shears

8-9 duty = Monitor specific place until 8:45 when all students should move to correct classrooms.
 11-12 duty = Monitor areas until 11:45 when students should report to exam classroom
 2-2:30 = Students are required to go to after school care with Ms. Sowers at 2:15. Monitor until 2:30 that students are not still on campus without being after school care.

AM
Upper School

AM	Class	Location	Proctor
9:00-11:00	English 9	Annex 1	Garland
	English 9H	Annex 2	Hemingway
	Humanities 11	US-6	Olson
	Humanities 11	US-2	Lundquist
	English 12	US-3	McDermott
	Humanities 10	MS 2	Hoskins
	Humanities 10 H	MS 3	Kujawski
	AP English	US 5	Pelzer
	English 12	MS 4	Stewart

Middle School

AM	Class	Location	Proctor
9:00-11:00	English 6	Loft 1	Pringle
	English 7	MS 1	Poe
	English 8	US 5	Pelzer

PM
Upper School

PM	Class	Location	Proctor
12:00-2:00	Conceptual Physics H	US 1	Sharpe
	Conceptual Physics	US 2	Lundquist
	AP Biology	MS 4	Stewart
	Biology (5 th period)	US 3	McDermott
	Biology H	US 6	Doyle
	Marine Biology (3 rd period)	US 5	Lenahan
	Marine Biology (2 nd period)	US 6	Doyle

Middle School

PM	Class	Location	Proctor
12:00-2:00	Science 6	Annex 1	Pringle
	Science 7 (7th period)	Annex 2	Pelzer
	Science 8 (1st period)	MS 1	Poe

Tuesday, December 15

8-9	Café	OD
8-9	Outside	McDermott
8-9	Gym	Garland
11-12	Café	Doyle, Olson
11-12	Gym	Sharpe
11-12	Outside MS	Lenahan
2-2:30	Outside MS	Hoskins
2-2:30	Outside US	Sharpe

8-9 duty = Monitor specific place until 8:45 when all students should move to correct classrooms.
 11-12 duty = Monitor areas until 11:45 when students should report to exam classroom
 2-2:30 = Students are required to go to after school care with Ms. Sowers at 2:15. Monitor until 2:30 that students are not still on campus without being after school care.

AM Upper and Middle Schools

AM	Class	Location	Proctor
9:00-11:00	Spanish Intro (1 st period)	Annex 1	Garland
	Spanish Intro (4 th period)	MS 2	Pelzer
	Spanish Superior	MS 1	Poe
	Spanish Novice (2 nd period)	MS 3	Doyle
	Spanish Novice (3 rd period)	MS 4	Stewart
	Spanish Transitional (5 th /7 th)	US 5	Lenahan
	Spanish Intermediate (4 th period)	US 6	Olson
	Spanish for Native Speakers	Loft 1	Selby
	Chemistry (2 nd period)	Annex 2	Hemingway

PM Upper School and Middle School

PM	Class	Location	Proctor
12:00-2:00	Govt	US 1	Sharpe
	Econ	Loft 1	Turner
	History 9 (2 nd period)	US 6	Olson
	History 6	MS 4	Pringle
	History 7	MS 2	Hoskins
	Chemistry Honors	Annex 1	Garland

Wednesday, December 16

8-9	Café	OD
8-9	Outside	Hemingway
8-9	Gym	Sowers
11-12	Café	Stewart, Pringle
11-12	Gym	Lundquist
11-12	Outside MS	Poe
2-2:30	Outside MS	Selby
2-2:30	Outside US	Shears

8-9 duty = Monitor specific place until 8:45 when all students should move to correct classrooms.
 11-12 duty = Monitor areas until 11:45 when students should report to exam classroom
 2-2:30 = Students are required to go to after school care with Ms. Sowers at 2:15. Monitor until 2:30 that students are not still on campus without being after school care.

AM Upper School

AM	Class	Location	Proctor
9:00-11:00	AP Calculus	Annex 1	Pringle
	Algebra III	Annex 2	Hemingway
	Algebra II H (2 nd period)	US 2	Turner
	Algebra II (6 th period)	US 3	McDermott
	(Lundquist's) Algebra I (1 st period)	US 5	Lenahan
	(Poe's) Algebra I (1 st period)	US 2	Turner
	(Lundquist's) Algebra I (3 rd period)	MS 4	Stewart
	Geometry (5 th period)	US 3	McDermott
	Geometry H (7 th period)	US 5	Lenahan
	Pre-Calculus	Annex 1	Pringle
	Statistics	US 6	Olson

Middle School

AM	Class	Location	Proctor
9:00-11:00	Math Pre-Transitions (4 th period)	MS 3	Doyle
	Math Transition (3 rd period)	MS 2	Hoskins
	(Lundquist's) Algebra I (3 rd period)	US 1	Sharpe

PM Upper School

PM	Class	Location	Proctor
12:00-2:00	Public Speaking	US-3	McDermott
	Applied Technology	Computer Lab	Pendleton
	Wellness/Strength	Gym	Godbolt
	Wellness/Health	Gym	Frank

Middle School

Conflicts – Schedule with Mrs. Batalis

Thursday, December 17 (make up day)

AM	Class	Location
9:00-11:00	Make up exams	Schedule through Mrs. Boyd or Mrs. Batalis