

SAINT PETER'S PREP

NEW JERSEY'S JESUIT HIGH SCHOOL SINCE 1872

PLEASE ANNOUNCE & POST IN HR

January 3, 2008

Dear Students,

Please review this schedule of the **FIRST SEMESTER EXAMS**. If you have two exams scheduled for **the same time slot**, please see me by **Thursday, January 10**, to resolve the conflict.

A copy of the **procedures and regulations for exam week** have been sent to your HR and will be reviewed and posted by your homeroom teacher. You are expected to be familiar with this information.

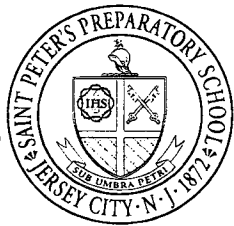
Prepare well for your exams. **Good luck with them!**

Sincerely,

Patrick Reidy
Vice Principal

Day 1	Wed, Jan 16	8:30	World Civ, US History, Latin 2
Day 2	Thurs, Jan 17	8:30 12:00	Mathematics History Electives, Greek 1
Day 3	Fri, Jan 18	8:30 12:00	English Computer Science
Day 4	Tues, Jan 22	8:30 12:00	Latin 1, Modern Languages Latin 3, Latin 4
Day 5	Wed, Jan 23	8:30 12:00	Science AP Statistics, Economics
Day 6	Thurs, Jan 24	8:30	Religious Education
Day 7	Fri, Jan 25	8:30	Exam Snow Day / Remaining Exams / Semester Holiday

***** **Absent / missed exams:** Students who are absent for an exam must see Mr. Reidy immediately upon their return to Prep. Exams will be rescheduled as soon as possible **OR** on Day 7 (Jan 25).



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Memo to: ALL STUDENTS

Regarding: EXAM PREPARATION AND REGULATIONS

Preparation for exams: Because of the academic weight of semester exams (20% of the semester grade), serious preparation is necessary. Take full advantage of the review classes leading up to exams and any optional review sessions offered by your teachers prior to an exam. **Give at least 4-6 hours to prepare for each exam.** I recommend the **formation of student study groups.** Research strongly suggests that participation in such groups often results in a significant increase in grades.

Absence/Lateness: A student who misses an exam because of illness (1) should have his parent inform the Attendance Office as usual and (2) **bring in a note from a physician when he returns.** This note should be brought to Mr. Reidy who will assign the time for the missed exam. **Unexcused absence and/or excessive lateness for an exam will carry penalties, which may include automatic failure of the exam.**

Cheating: Cheating of any kind – giving or receiving assistance during the exam – will result in **automatic failure for the exam and for the semester.**

Reporting to test center with state textbooks: Students should be in dress code for all exams. **** All books, backpacks, jackets, etc.** are to be put in your locker before going to the test center.** Bring only pencils/pens, state textbook, and calculator (if applicable) into the room. For morning exams, **students are to be in their test center by 8:20 for attendance, announcements, and textbook pickup** (if applicable). For afternoon exams, students should be at the test center **by 11:50 AM.**

Starting/ending times: Each exam has a time limit that will be indicated by the proctor. **Students may not leave an exam more than 30 minutes before the scheduled end of the exam.** Students may not be kept beyond the time limit without permission from the teacher whose test is being taken.

Tuition outstanding: All tuition payments should be up to date.

Patrick Reidy
Vice Principal