Cardiff Junior High Semester Exam Requirements 2023-24

Our campus requirements for semester exams below are in alignment with the requirements outlined in the *Katy ISD Secondary Grading and Reporting Handbook*. Our campus requirements have been outlined below by grade level, in an effort to clarify the differences. In order to be clear about the different types of assessments, it is important to define “Semester/Final Exam” and “Major Test/Exam” as follows:

**Semester/Final Exam**
- This assessment should be representative of the entire semester’s objectives.
- Given at the end of the fall and spring semesters

**Major Test**
- This is synonymous with our CBA’s and is considered to be a unit, concept, or time-period assessment.
- A Major Test will take the majority of a class period to complete (more than 30 minutes).

### 8th Grade Core Subject Classes
- A Semester/Final Exam is **required** for fall and spring semesters (see definition above)
- Semester/Final Exams are **not** eligible for Redo/Retest.
- Since all 8th Graders have Chromebooks, the semester exams will be given through Aware.
- Enter semester exam grade on the report card screen (not part of six weeks) in the “Exam” column.

### 7th Grade Core Subject Classes
- A Semester/Final Exam is **required** for fall and spring semesters (see definition above)
- Semester/Final Exams are **not** eligible for Redo/Retest.
- Semester tests for 7th grade will be given through Aware. 7th grade teachers will have priority use of the 6th/7th grade Chromebooks.
- Enter exam grade as a major grade for the 3rd six weeks.
- On the report card screen, add “Exempt” for all students in the Exam column.

### 6th Grade Core Subject Classes
- A Semester/Final Exam will **not** be given in 6th grade; the assessment that will be given during district Final Exam Week will be a Major Test (CBA or culmination of a Major Project).
- The last fall semester Major Test/CBA is **eligible** for campus Redo/Retest; the last spring semester Major Test/CBA is **NOT eligible** for Redo/Retest as teachers will be off contract.
- Enter test grade as a major grade for the 3rd six weeks.

### Elective Classes
- Semester/Final Exams are **not** given in Junior High electives, PE/Athletics, or Life Skills; however, a Major Test is permitted and recommended (not necessarily for Life Skills). The “Major Test” could be in the form of a test or the culmination of a Major Project.
- High school credit classes are **required** to have a Semester/Final Exam for both fall and spring semesters (see definition above).

### Other Requirements:
- Semester/Final Exams should not be given prior to the actual, scheduled test date/time. Any exception should be approved by the grade level Assistant Principal. Any approved alternate time should fall within the published time window for Semester Exams.
- Any exception to the scope of material tested or the format of the exam must be approved by the building Principal.
- Teachers should keep Semester Exams on file for one full calendar year.
- Refer to the *Secondary Grading and Reporting Handbook* for specific requirement for Major Tests, such as scheduling, recommended question types, and DOK levels.