



CENTRAL CATHOLIC HIGH SCHOOL

6th - 12th Grade

ABSENT FROM EXAM PROCEDURE

Students who do not show up to take their exam receive an exam grade of “o” until the exam is completed. Only students who provide an office-validated excuse will be allowed to make-up missed exams and only have a maximum of 5 school days to do so following publication of the report card. (If the exam is not completed prior to publication of report cards, the grade is an “I.” The grade of an “I” only occurs if an office-validated excuse is provided.) It is up to the student to contact the teacher to set up a time to take the exam as soon as possible. In the event of an UNEXCUSED absence, the exam grade remains a “o” and the semester grade is calculated accordingly.

Procedure:

1. A student is absent from an exam and receives a “o” in the grade book. (The published grade is an “I” until the exam is completed for an excused absence.)
2. If the absence is supported by an office-validated excuse, the student is responsible for contacting the teacher to set up a time to take the make up exam. (Teachers are instructed to administer a different make up exam. The exam must be administered no later than within **5 school days of the published grade report.**)
3. Upon completion of the exam, the teacher enters the exam grade into the grade book and calculates the semester grade accordingly.
4. If the exam is not made up according to the published guidelines, the grade remains a “o” and the semester grade is calculated.

****All exams should be completed by noon on December 21 unless otherwise directed by the principal.**

Deacon Vic Bonnafee,
Principal
High School



2100 Cedar Street
Morgan City, LA 70380
(985) 385-5372

Central Catholic admits students regardless of race, color, sex, national, or ethnic origin.