

CFHS Final Exam Information for Seniors

Teachers need to provide the following to the Associate Principal's office by Tuesday, May 9

1. List of students taking the final exam
2. Copy of the final exam and cover sheet for each student taking a final exam
3. Cover Sheet
 - a. Put in Folder (Alphabetically)
 - b. Cover Sheet –
 - i. Student Last Name, First Name
 - ii. Teacher Name
 - iii. Course Name
 - iv. If final is on Canvas, indicate this on the cover sheet
3. Senior Finals will be held in the library
4. No zero periods held on May 10, May 11th or May 12th.
5. Only seniors taking a final can be in the library during finals testing
6. Time frame
 - a. Dates for Exams
 - i. Wednesday, May 10
 - ii. Thursday, May 11
 - iii. Friday, May 12
 - iv. Monday, May 15 – Makeup Exams Only Held in Library; Hecox & Anderson
 - b. Times: 8:15 a.m. – 12:55 p.m.
 - c. Senior teachers are assigned to proctor finals. See chart below.

Periods to Monitor Senior Finals in the Library								
May 10, 11, 12								
	May 10			May 11			May 12	
	1 8:15- 9:45	2 9:50- 11:20	3 11:25- 12:55	4 8:15- 9:45	5 9:50- 11:20	6 11:25- 12:55	7 8:15- 9:45	8 11:25- 12:55
Appling		x	x		x			x
Creedon	x		x	x				x
Fontenot	x	x		x				
Jensen, T		x		x	x			x
McKittrick	x		x			x	x	x
Nicholson					x		x	
Rogers		x	x			x	x	
Salim	x			x		x	x	
Yates	x				x	x	x	x
Morton		x		x				x

6. Should seniors need to eat lunch, they may go to the cafeteria after the testing each day for lunch after 3rd period on May 10, after 6th period on May 11 and after 8th period on May 12.
7. Seniors are scheduled for finals by periods. Students may take exams early.
8. For Makeup Exams
 - a. We will create a Senior Final Canvas. Each teacher who has a senior who needs to make up a final will self-enroll. Teachers will add the students who need the makeup. The teachers will create a module for their class, put final in the module and assign the final to the students. Tracy Jensen will be able to help you with this if you need help.