

EXAM EXEMPTION POLICY AND ELIGIBILITY

An exam exemption is an attendance incentive for students who have near perfect attendance each semester. A student may request to be exempt from no more than one final assessment/examination per semester provided the student has completed all major assessment components and meets the criteria listed below:

For a student to qualify for an exam exemption, the student must not accumulate any more than:

- 6 excused absences in any course in which the student is enrolled within any one semester
- 6 lates in any course in which the student is enrolled within any one semester
- 0 unexcused absences in any class
- 0 out-of-school suspensions (dating back to the beginning of the semester)
- **Be in good academic standing in every class**

What does “good academic standing” mean?

This typically means that you have completed all of your major assignments and tests. All of your teachers must be in agreement if you are to obtain an exemption.

Therefore, your teachers will be the people who determine if you are in good academic standing – if you have not submitted a major assignment or project, or if you have skipped a test, then you have lost your exam exemption.

If you don't know if you have an 'unexcused' or 'late', then log into PowerSchool and view your attendance records. If you require a PowerSchool account, please email lowea@hrsb.ns.ca to receive a login.

What exams cannot be exempt?

- NSVS Exams
- Students cannot exempt the Grade 12 common exams. We will follow the same expectations as if these were provincial exams
- IB Exams and Pre IB Exams cannot be exempt
- Grade 10 Math and Grade 10 English cannot be exempt (see list below).

Courses Offered	Exemptible	Non-Exemptible
Math Essentials 10	X	
Mathematics at Work 10	X	
Mathematics 10	X	

Math Essentials 11	x	
Math Foundations 11	x	
Mathematics at Work 11		x
Mathematics 11		x
Advanced Mathematics 11		x
Pre-Calculus 11		x
Math for the Workplace 12	x	
Math Foundations 12	x	
Mathematics at Work 12		x
Mathematics 12		x
Advanced Mathematics 12	x	
Pre-Calculus 12		x
Calculus 12		x
English 10		x
English 11		x
Advanced English 11		x
English Communications 11		x
English 12		x
English 12: Afric Heritage Lit		x
Advanced English 12		x
English Communications 12		x

Please know that no exam can be proctured at an alternate location.

What exams can be exempt?

- Students can exempt anything else.

What is a Special Circumstance Absence (SC)?

Opportunities for students to learn will present themselves throughout the year. CPA supports students taking advantage of these wide and varied opportunities, but these are considered excused absences and are not special circumstance.

There are instances for which a student will be marked absent due to special circumstances. These include:

- Student has a documented acute or chronic medical condition requiring hospitalization or a specialist appointment
- Student is absent due to a verifiable religious observance
- Student is absent due to a death in the immediate family (parent, sibling or grandparent)
- Student is absent as a result of participation in an educational opportunity or special activity as deemed appropriate by school administration. This designation always requires administrative approval prior to the event and the decision of the school is final. *For example: If you are representing Nova Scotia at a recognized national or international competition; if you are taking a Nova Scotia Royal Conservatory Exam.*
- Student is absent as a direct result of legal obligations supported by court subpoenas or appropriate documentation.

Documentation must be provided by a medical specialist or legal authority. All requests for Special Circumstance absences must be deemed appropriate and approved by administration.