

NCS D Guidance on Midterm and Final Exams for Secondary Schools

Guidance:

Our goal is to support academic rigor while providing flexibility for teachers to determine appropriate exam length and format. Below are expectations and parameters for the development, administration, and review of midterm and final exams in secondary schools, ensuring alignment to district standards and instructional best practices. All assessments must be standards-aligned.

Exam Length and Format:

- The length of midterm and final exams is determined by the teacher, based on the scope and depth of content covered.
- A written portion is preferred to assess mastery of content, but it is not mandatory.
- Public speaking or presentation-based assessments are acceptable, provided:
 - A clear rubric is approved by the administration.
 - Students receive the rubric and expectations well in advance of the assignment.

Content Scope:

- **Midterm Exams:** Should assess student understanding of specific standards taught during the first semester. Exams must be standards-based and reflect instruction provided during that period.
- **Final Exams:** May assess content from the second semester or the entire academic year. Final exams must remain standards-based and reflect the cumulative learning experience.

Approval and Review Process:

- All midterm and final exams, including rubrics for alternative assessments, must be submitted for administrative review and approval prior to administration.
- Administration should look for:
 - Alignment to state standards.
 - Appropriateness of the assessment format and length.
 - Clarity of instructions and expectations.

Study Guides and Preparation:

- Teachers are expected to provide students with study guides or review materials well in advance of the exam.
- Study guides should clearly outline the content and standards to be assessed, helping students focus their review and preparation.

Communication with Students:

- Students should be informed of exam expectations, formats, and grading criteria early enough to adequately prepare.
- For presentation-based assessments, teachers must share rubrics and any scoring guidelines at the start of the preparation period.

**5620R: Semester grades are calculated with the two quarter grades and final examination grade. The quarter grades are calculated at 45%Q, 45%Q, and 10% Semester Final Examination Grade.*