

# ADMINISTRATIVE PROCEDURES OF THE MILWAUKEE PUBLIC SCHOOLS

## ADMINISTRATIVE PROCEDURE 7.34

### FINAL EXAMINATION EVIDENCE OF PROFICIENCY

- (1) Final examinations will evidence of proficiency shall be:
- (a) an assessment given during the final school days of each semester to all students in grades 9-12 during, including a special examination schedule, with no more than three examination periods per day for the last three half-days of each semester;
  - (b) scheduled during the final week of the course;
  - (c) given in all courses, with the exception of such courses specifically exempted by the Superintendent or a designee;
  - (d) of c) written, oral, comprehensive, and/or performance performable in nature, as is to be determined by the teacher with the approval of the principal following involvement of the department departmental chairperson. Three weeks prior to the examinations end of the current semester, teachers are to shall file with the principal a copy of the examinations (for written examinations) or a final evidence-of-proficiency plan of the examinations (for oral or performance examinations);;
  - (e) given a weight of 25% of the final course grade; and
  - (f) included in the final course grade in the same manner as is the body of proficiency evidence recorded during the duration of the semester;
  - (g) required of all students, with students being eligible to exercise two exemptions under the following conditions:
    - 1. a B course-evidence average in the course and a grade of B85 percent or better in the final mark period of the course greater;
    - 2. no unexcused absences; and
    - 3. 95% or better attendance in that course; and
  - (h) aligned to course standards. In final exams, allowing students may be exempt from certain sections for which they have already demonstrated the opportunity to demonstrate proficiency or higher on those specific all standards. This partial exemption does not count towards the eligible two complete exemptions in (1)(f), above taught during the semester.

(2) Copies of examinations and student answer sheets (for written examinations), as well as the plans final evidence of examinations used in oral or performance examinations, proficiency are to be kept on file for a period of one year. All student grades are to be stored permanently in the student-information system.

(3) Credits will be awarded upon successful completion of a course in grades 9-12.

(4) Course exams can be used as evidence of student proficiency needed to earn high-school credits towards a diploma. Students may obtain high-school credits and grades that are included in their cumulative GPAs by successfully completing a district-sanctioned and -monitored comprehensive course exam in only under the following circumstances:

- (a) Homehome-schooled students who enter high school after a portion of their 9<sup>th</sup>-grade year or later;
- (b) Studentsstudents who have reached proficiency in high-school course standards in middle school;
- (c) Studentsstudents who are native speakers in a world languagelanguages other than English can earn credits in thatthose world-language coursecourses by proving their proficiency onin course standards.

(5) Students who choose to waive one-semester ~~course~~ courses, 0.5 credits, of physical education based on participation in an organized sport or athletic program must submit a participation log, approved by the Superintendent's designee, and successfully complete a district-sanctioned exam in lifetime sports. Students must apply for this waiver option with their school counselors before the start of the replacement program and then must submit the logs and the exams to complete the waiver. The program must be a minimum of ~~forty~~ fifty hours over a minimum of six weeks to meet participation requirements.

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