

BRIERCREST

CHRISTIAN ACADEMY

Alternate Final Exam Application Form, v2

All students are expected to be in school until holiday/break periods begin. If something unexpected or unavoidable arises which causes a conflict with the final exam schedule, alternate arrangements must be coordinated through the vice-principal. Requests for such alternate arrangements must be submitted **at least 20 days before the final exams** are scheduled to commence. **A \$50 per exam session charge will be required.** This fee will cover the administrative aspects of alternate exams and supervision. Students who are not present for their final exams and who have not arranged in advance for an alternate exam as per this policy can expect to receive a "zero" for that assessment.

Student Name: _____		Date: _____	
Semester: (Circle One)			
<input type="radio"/> Term 1 (September - December)			
<input type="radio"/> Term 2 (January - April)			
<input type="radio"/> Term 3 (May - June)			
Final Exam(s) to be rescheduled and posted date of exam	Teacher Name & Signature	Rescheduled Exam Date:	\$50 Per Assessment
Ex. Biology – Friday, Dec.19	Mrs. Poettcker	Monday, Dec. 15	\$50.00
			Total \$ =
<ul style="list-style-type: none"> The \$ total must be paid in advance of the writing of the final exam This form needs to be returned to the Vice-Principal with all the information and signatures completed. If the request is made with less than 20 days before the final exam(s), a special request in writing must be submitted to the Vice-Principal. The circumstances will be considered, and an exception may be made to grant an alternate time(s) for the exam(s). 			
Parent/Guardian Signature: _____			
Vice-Principal's Signature: _____			