

FINAL EXAMINATIONS - AR

I. Procedure for Development

The following procedure will be used to develop and revise course finals.

- A. County subject area curriculum committees representative of each school will revise/update course documents. The committee will assure the course documents align with the state curriculum where one exists.
- B. The subject area committee will make a recommendation relative to the feasibility of a final for the course. (e.g. Physical Education, Work Study)
- C. County subject area curriculum specialists will prepare course assessment specifications and guide the writing process.

II. General Guidelines

The following general guidelines will be used for the preparation of final examinations.

- A. Final exams will be based upon course objectives.
- B. Finals will be comprehensive and assess knowledge presented during each of the marking periods.
- C. All material included on the final will have been previously taught and assessed by means of unit summatives. Final exams will be reflective of prior formative and summative formats.
- D. Students will be informed of the skills/content that will be included on the final.
- E. There will be a time specified for review of course objectives prior to administration of the final.
- F. Course finals will consist of countywide items that will assess the agreed upon essentials of the course.

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