



## CCRSB Examination Exemption Protocol (Revised November 2017)

**Purpose:** CCRSB's Examination Exemption Protocol is intended to promote student learning, regular and punctual student attendance, and appropriate behavior.

Students are eligible for one examination exemption each semester, if the following criteria are met:

1. A student shall accumulate no more than six (6) absences (coded as "E") in any course. "E" is used to record an absence with notification.
2. Notifications (defined as a written note, email, or verbal contact by parent/guardian) must occur within five (5) days of the student's return to school.
3. A student who has an absence coded as "U" in any course will not be considered for an exemption. "U" is used to record any absence without notification.
4. Classes missed due to school-based activities (co-curricular and extracurricular) are not classified as absences. These are coded as "ACT".
5. Any student who has been suspended out-of-school is not eligible for an exam exemption in that semester. These are coded as "OSS".
6. School-based protocols pertaining to "lates" may impact eligibility for exam exemptions.
7. Students must have completed all major assessment components in each of their courses.
8. The CCRSB Exam Exemption Protocols do not apply to Nova Scotia Examinations (NSE), Nova Scotia Virtual School (NSVS), International Baccalaureate (IB), or Advanced Placement (AP).
9. A student cannot be exempt from an exam for which there is a Nova Scotia Examination the following year.
10. If a student is exempt from an examination, the course mark (S1 or Y1) becomes the final mark (F1).
11. A student who earns an exemption, but chooses to write the examination, will be assigned the higher final mark.