

Garden City High School
TESTING VERIFICATION FORM

I, _____ have three or more full period tests on (day) _____, (date) _____. I understand that I must take two of the tests as scheduled, and that I am responsible for arranging a make-up test with the other teacher(s) at his/her/their convenience. I realize that the make-up test(s) take precedence over other activities, such as a job, club activity, a rehearsal, a practice or a game. The signatures below verify that tests are being given in the indicated classes on the above date.

Exam	Teacher's Signature
English	
Social Studies	
Mathematics	
Science	
World Language	
Elective	
Elective	

****A student missing a test due to unexcused/lateness/early dismissal is not entitled to make-up the test at a later date.***

I understand that it is my responsibility to secure the necessary signatures and present a copy of each of the affected teachers **no later than the day before the test.**

Note: Students are excused from tests according to the following order:

- a) First and Third Quarters – beginning with the first test of the day and continuing in ascending order.

- b) Second and Fourth Quarters – beginning with the last test of the day and continuing in descending order.

Garden City High School
TESTING POLICY

1. If a student has three or more full period tests scheduled in a day, that student may utilize the TESTING VERIFICATION FORM to obtain the signatures of his/her teachers giving tests. The form will be given to the teacher of the first/last test (NOTE: each quarter the test to be missed will alternate). The student will be excused from that test and must take a make-up test at the discretion of the teacher. If there are more than three tests, the form will be given to the teachers of the first two/last two exams.
2. The TESTING VERIFICATION FORM must be submitted to the teacher(s) no later than the day before the scheduled tests.
3. It will be policy that teachers give students a minimum of two days' notice of a full period test.
4. Missing a test because of tardiness to school nullifies the policy. Students coming in late to school and missing a scheduled test must take all remaining tests that day even if the TESTING VERIFICATION FORM has been completed and submitted.
5. This policy may be used only one time for a specific test. If a make-up test is scheduled on a day when the student has two other tests, the policy does not apply.
6. A student who misses a test due to an unexcused/lateness/dismissal is not entitled to a make-up at a later time/date.

NOTE: A student may opt not to exercise this policy and take all tests as scheduled on a given day.