



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
APO AE 09096**

March 17, 2004

MEMORANDUM FOR DISTRICT SUPERINTENDENTS, DoDDS-EUROPE
PRINCIPALS, DoDDS-EUROPE

SUBJECT: DoDDS-Europe End of Semester/Year Examination Policy/Procedures

Reference: DoDEA Manual 1005.1 DoDEA Administrators' Manual

- A. PURPOSE: To establish the DoDDS-Europe policy regarding the scheduling and management of semester and course end examinations.
- B. APPLICABILITY: The provisions of this guidance apply to all DoDDS-Europe schools. This guidance does not apply to those students receiving homebound instruction and to those whose instructional program is governed by individualized educational plans.
- C. POLICY: It is DoDEA and DoDDS-Europe policy that all course assessments measure student performance so that inferences can be made about student achievement in basic skill areas. End of semester and course end examinations shall be designed in such a way that they are clearly aligned to the defined standards and objectives within the content domain tested and are administered in such a way to minimize disruption to the normal course of instruction.
1. School will be in session for the full school day for students and teachers during examination periods.
 2. With the approval of the district superintendent, principals may develop modified instructional schedules during final examination week with the following limitations:
 - (a) Modification of school schedules is not permitted for the purpose of grading or preparation of examinations
 - (b) Modification of school schedules is not permitted to provide study halls for the specific purpose of student examination preparation.
 - (c) Students will not be dismissed to accommodate schedule modifications or for the ostensible purpose of preparation.
 3. Final examinations are to be administered under the following conditions:

- (a) Student shall be scheduled for no more than two examinations per day.
 - (b) Students shall be afforded opportunities prior to the close of schools to discuss examination results and final grades with their teachers.
4. In cases in which examinations are not given, teachers are expected to have an appropriate evaluation activity. Teachers who do not schedule examinations shall use the time for:
- (a) Take-home examinations, review, and class discussion.
 - (b) Group or individual project reports.
 - (c) Course evaluation.
 - (d) General review—oral discussion, written questions, contests.
 - (e) Student self-evaluation and/or teacher evaluation.
 - (f) Open-ended project work or lab experience.

D. EFFECTIVE DATE: This policy is effective immediately.


DIANA J. O'HMAN
Director, DoDDS-Europe

cc:
Director, DoDEA
Europe Area Director, FEA
President, OFT