

**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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