

Administrative Regulation for Reviewing for Semester Examinations

Responsibility for reviewing for a semester exam or any exam ultimately resides with the student. Without the student striving to succeed, all others' efforts are futile. However, this is not to say that the responsibility lies solely with the student. The parents, the community, the educator, and the board of education all play a part in providing the environment where the student's goals can be satisfied.

The parents are responsible for providing a loving, caring home setting where inquiry is encouraged and success is acknowledged. They are also responsible for providing a home environment where education is stressed in action and in deed. The community's responsibility toward the student is to provide a safe haven where study and preparation can occur and to incorporate an educational ethic that steers the student toward achievement. Harrison County Schools may try to influence, but cannot control, the behavior and attitudes of the parents or community, but it can set guidelines and procedures that its employees will follow. The following list of guidelines and procedures for semester exam review shall be in effect as an administrative regulation for the county schools. It is divided into four areas of responsibility:

- I. Teacher Responsibilities. The teacher shall be responsible for:
 - a. stressing throughout the semester, the importance of reviewing for semester exams;
 - b. providing a semester exam review sheet that requires written student responses and includes examples of exam content and format;
 - c. providing time in class to go over the review for the exam;
 - d. collecting the review and using for grading purposes where deemed appropriate;
 - e. returning the review sheet in adequate time to complete the review process prior to the semester exams;
 - f. submitting a copy of the review sheet and the semester exam to the principal for correlation purposes when questions as to the validity of the exam;
 - g. employing other review techniques beside the review sheet, such as using old tests and quizzes for reviewing, and;
 - h. encouraging students to keep folders of graded material, references, notebooks, etc. to use for review.
- II. Student Responsibilities. The student shall be responsible for:
 - a. using old tests and quizzes as part of their exam review process;
 - b. utilizing the time given in class to review exam materials;
 - c. submitting a completed review sheet to the teacher, and
 - d. using the review sheet for study purposes.
- III. Principal Responsibilities. The principal shall be responsible for:
 - a. collecting a copy of the review sheet from each teacher prior to the exam, and;
 - b. collecting a copy of the semester exam from each teacher.
- IV. County Office Responsibilities. The county office will be responsible for:
 - a. directing the principals to collect the reviews prior to the exams, and
 - b. validating correlation of the semester exam with the review sheet.