Decluttering Exam Day

A PRACTICAL GUIDE TO THE NEW SPX EXEMPTIONS APP

Why are we doing it this way?

➢The app was developed to help teachers and students more easily select their exam exemptions.

➢The app is designed to show teachers currently eligible students as well as the reasons for any student being declared ineligible.

➢Ineligible students may discuss their status with either Dean Holly Meyer (academics reasons) or Dean Jerry Hornsby (conduct/attendance).

➢Only the deans may change the eligibility or exemption status for a student.

Using the App
Granting Exemptions

1. The app automatically filters each class period based on your login information.

2. Choose a class period and the eligible students will populate.

3. If the student wishes to exempt your exam, check the yes box.

4. After making your selections, press the green button.

5. You must repeat steps 3 and 4 for each eligible student.

6. If a student changes their mind after making a selection, they must speak with Holly Meyer to make any changes. Teachers may not make changes once an exemption has been confirmed.

Using the App
Granting Exemptions

➢Once a student is exempt, the box will remain checked and the counter for Exemptions Selected will change.

➢Whenever a student record is read by the app, the number of selected exemptions automatically updates.

➢The app knows and calculates eligibility based on grade level and number of exemptions selected so students will not be able to circumvent the system and select more exemptions than they are allowed.

Teacher Name | Class Period
Wayne Cherry | 3

Reminder: Students may only exempt one final as Freshmen, two as sophomores, and three as juniors. Students on this screen have met eligibility requirements. If a student has a question about their status, please click on the button at the right to view the reason(s) a student is determined to be ineligible.

View Ineligible Students

Student Name	Grade	Exempting Final?	Exemptions Selected	
Maryanne Barry	9th Grade	✓ Yes	1	Confirm Exemption

EXEMPT

Using the App
Validating Ineligible Students

❖ To see the reason(s) a student has been declared ineligible, click on the "View Ineligible Students" button.

Using the App
Validating Ineligible Students

- ❖ Students who are ineligible will appear on this list and the reason(s) why highlighted in red.

- ❖ Your class period will follow you from the previous screen.

- ❖ Students with questions about their status should either be directed to Holly Meyer (academics/grades) or Jerry Hornsby (conduct/attendance).

- ❖ Teachers cannot make any changes to this page.

- ❖ To return to the previous page, click "View Eligible Students"

Teacher Name   Class Period

| Wayne Cherry | | 3 |

View Eligible Students

The students on this screen are ineligible due to the reason(s) highlighted in red. Academic concerns should be directed to Mrs. Meyer and behavior/attendance concerns should be directed to Mr. Hornsby. To view eligible students, click the button to the right.

Student Name	Attendance	Semester Average	Conduct
Skyler Van Duzer	true	45	true
Michael Warren	true	48	true

FAQ

- Where do I find this nifty exemption app?
  - https://bit.ly/SPXExemptions or feel free to use the QR Code to the right.

- What do I do if a student says that they should be eligible?
  - Send all questions of academics to Holly Meyer and attendance/conduct to Jerry Hornsby

- Who approves exemptions for my class?
  - You do. Jerry or Holly may make changes to the spreadsheet for eligibility status, but you must approve exemptions for your exam.

- What if a student decides that s/he wants to exempt a different exam after choosing mine?
  - Exemptions are locked when the teacher presses the green button. Only an error by the teacher will be reversed by the deans. Students will have one day to learn which classes they may exempt and must make their final decision before the exemption deadline.

We want your feedback!

Use this link/QR Code to access the feedback form:

https://forms.office.com/r/qUgPHMqpnD

Use this QR Code to access the app: