

INTEROFFICE MEMORANDUM

TO: UPPER SCHOOL FACULTY
FROM: ROZ
SUBJECT: SCHEDULE FOR FINALS, COVERAGE, ETC. **UPDATED**
DATE 5/19/14

Attached you will find the schedule for final exams for 2014. Exams begin at different times each day so please check the charts below. Proctors should report to the department chair for assignments 15 minutes before the exam begins; proctors assigned to Educational Support should report to Sue Zuckerman. Each teacher who is not giving an exam has been assigned to duties. Because there will be **Middle School students in school during finals**, check the coverage below to make sure the assignments work in your schedule. If you need to make a change, please find someone with whom you can switch **but be certain to let me know about the change**. There will be an optional Minyan each morning at 8:00 AM.

MONDAY, JUNE 09TH – STUDY DAY (GRADES 9-11): MIDDLE SCHOOL CLASSES

TUESDAY, June 10TH “B” Day (8:45 AM – 10:45 AM)

ENGLISH FINAL GRADE 9 – INDIVIDUAL CLASSROOMS

Proctors report to teachers for whom they are proctoring

TEACHER	FACULTY/ ROOM/COVERAGE
ARMSTRONG FISANICH LAKEIN	106: Rachel Bergstein; 110: Paul Blank Exhibition Hall - Aaron Bregman 124 Jason Alexander cover Lakein in room 122 Period 7
EXTENDED TIME STUDENTS	EDUCATIONAL SUPPORT FAC CHARLES FEINSON GYM - 10:45 AM

TUESDAY, June 10TH “B” Day (8:45 AM – 10:45 AM)

ENGLISH FINAL GRADE 10 – GYM

Proctors report to teachers for whom they are proctoring

TEACHER	FACULTY/ROOM/COVERAGE
DOWNING WASSNER	Hannah Rothschild: Gym Stephanie Hoffman: Period 7 - Rm 104 cover for Nancy Wassner
EXTENDED TIME STUDENTS	EDUCATIONAL SUPPORT FACULTY + CHARLES FEINSON Gym - 10:45 AM

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TUESDAY, June 10TH “B” Day (12:45 PM – 2:45 PM)

ENGLISH FINAL – GRADE 11

Proctors report to Tom Worden, Department Chair

TEACHER	FACULTY/ROOM/COVERAGE
ARMSTRONG BRANDWOOD WORDEN YITZHAKY	Tali Edery - Gym Jerry Eisner - Gym
EXTENDED TIME STUDENTS	EDUCATIONAL SUPPORT FACULTY + AVIVA GERSHMAN Gym – 2:45 PM

WEDNESDAY, JUNE 11TH “D” Day (8:45 AM – 10:45 AM)

SCIENCE FINAL – CAFETERIA AND GYM – GRADES 9-11

Proctors Report to Kimberly Agzigian, Department Chair

TEACHERS	FACULTY/ROOM/COVERAGE
Agzigian Grosskurth	Cafeteria - 3 per table Steve Forestieri – Cafeteria Silvia Kurlat Ares: Period 3, Rm 708 cover for Kelly Grosskurth
Hodges Miller Munteanu Smolin	Gymnasium – 2 per table Yaffa Dagony – Gym Merav Luger-Hamer – Gym Deby Kijak: Period 2, Rm 702 cover for Nick Miller Lea Magali: Period 3, Rm 708 cover for Daniela Munteanu
EXTENDED TIME STUDENTS	Gymnasium EDUCATIONAL SUPPORT FACULTY + SARA COXE Gym – 10:45 AM

2nd Science Final - TBD

TEACHERS	FACULTY/ROOM/COVERAGE
Tuesday afternoon 712	SCIENCE DEPARTMENT Kimberly Agzigian Reuvane Slater: Period 7 to cover Kimberly – room 430

THURSDAY, JUNE 12TH (8:45 AM – 10:45 AM)

MATHEMATICS FINAL – CAFETERIA AND GYM – GRADES 9-11

Proctors Report to Dina Levitt, Department Chair

TEACHER	FACULTY/ROOM/COVERAGE
Ball Goldman Kaplan Weinstein	Cafeteria - 3 per table MATH DEPARTMENT
Levitt Silberman Smedinghoff Watkins-Chow	Gymnasium – 2 per table MATH DEPARTMENT
EXTENDED TIME STUDENTS	Cafeteria EDUCATIONAL SUPPORT FACULTY Cafeteria – 10:45 AM

FRIDAY, June 13TH (8:45 AM – 10:45 AM)

HISTORY FINAL - CAFETERIA AND GYM – GRADES 9 & 10

Proctors report to Steve Manley, Department Chair

TEACHER	FACULTY/ROOM/COVERAGE
Cunningham Buckley	Cafeteria – 3 per table HISTORY DEPARTMENT + Olivia Friedman
Atwood Connell Manley All extended time students	Gymnasium – 2 per table HISTORY DEPARTMENT + Janet Ozur Bass
EXTENDED-TIME STUDENTS	Gymnasium EDUCATIONAL SUPPORT FACULTY + ETAN WEISS Cafeteria - 10:45 AM

FRIDAY, June 13TH (12:45 PM – 2:45 PM)

HISTORY FINAL - GYM – GRADE 11

Proctors report to Steve Manley, Department Chair

TEACHER	FACULTY/ROOM/COVERAGE
Apter Buckley Dworin	Gymnasium - 2 per table HISTORY DEPARTMENT + Gilat Jaffee Benjamin Tellie
EXTENDED TIME STUDENTS	Gymnasium EDUCATIONAL SUPPORT FACULTY + BRIAN WESTERMAN Gym – 2:45 PM

MONDAY, JUNE 16TH

MAKE-UP FINALS AS NEEDED – 8:45 AM – 12:30 PM

LOCATION	COVERAGE
ROOM 120 DOUBLE SCIENCES – STUDENTS	ORTAL WIKOFF
EXTENDED TIME STUDENTS	JESSICA MATULA 10:45 AM – 12:45 PM

TUESDAY, JUNE 17TH

MAKE-UP FINALS AS NEEDED – 8:45 AM – 10:45 AM

LOCATION	COVERAGE
ROOM 120	Gretchen Gobin