Guidelines for Administering The Reading 21 & 22 Common Final

- Keep the provided copies of the final in a secure filing cabinet or drawer.
- The common final is to be given during the regularly scheduled final date and time (finals week).
- All students **must** take the Common Final.
- Students are allowed 2 hours to complete the test.
- Students may use a dictionary during the final but no other textbooks or notes.
- Students may not retake the same final for a higher score.
- 70% or higher is considered passing.
- The common final should be considered **10 – 15%** of the student’s semester grade.
- The common final should not be given to any student to take home.
- Once the students are done taking the final, keep the used finals separate from the unused (if you had extras).
- Please be sure to return all test packets given to you with all the tests accounted for to Kathy or Gina (LR – 118). Thank you!