

Final Exams - What All Students Need To Know

- ▶ Exams begin on Thurs, January 25th. Exams end on Wednesday, January 31st.
- ▶ If an inclement weather day occurs during the exam period, that 'Exam Day' (and all following) will shift forward by one day (ie: if the exams of January 25th cancelled, they will be written on the next day, Friday the 26th, and the Friday exams would be moved to Monday, and so on).

A. STARTING TIMES:

All students are responsible for being at school on the day and time of the scheduled final evaluation. Students report to the examination room or gym 5 minutes before the start time of the exam. ***Students who arrive late should report immediately to the main office.***

STUDENTS MAY NOT LEAVE UNTIL ONE HOUR AFTER THE EXAM HAS BEGUN.

B. STUDENT RESPONSIBILITIES:

1. Check the timetable and be at school in the examination room on time. If a student arrives late to an examination without a legitimate reason, the time remaining for the exam will not be extended.
2. Students absent from an examination will be considered legitimate under the following circumstances:
 - health reasons with a doctor's certificate
 - family emergency with parent / guardian note**Your parent/guardian must phone the school as soon as possible to report your absence.** Expect to have your examination rescheduled to a different day in the conflict room.
3. If a student is absent without a legitimate reason, he / she will lose the opportunity to write the exam. The final grade will be affected, possibly resulting in a failing grade.
4. Bring your own equipment, such as calculators, pencils, pens, rulers, etc.

YOU SHOULD NOT BE AT SCHOOL ON A DAY WHEN YOU DO NOT HAVE AN EXAM TO WRITE.

C. EXAMINATION AREA PROCEDURE:

1. Arrive early outside your designated examination room.
2. Sit only in the assigned row and seat for your exam.
3. Do not talk in the examination room.
4. Bring textbooks to the exam room to be collected.
5. All students must remain a minimum of one hour for each examination. When they are finished, students must leave the exam corridor quietly and go to a study area.
6. Go to the Great Hall or library. Students are not allowed in the halls during examinations.
7. Students are **NOT** to bring cell phones into the exam area. Any devices that are brought into the room must be powered and will be collected by staff.

D. STUDY TIME AND FREE TIME:

The Great Hall and the Library are supervised study areas. Do not disturb other students. If you are in the school, you must be in study areas. You may not be in the halls or at lockers. Please bring anything that you need to the Great Hall and/or the Library.

STUDENTS MAY NOT BE IN THE HALLS OR AT LOCKERS

E. CONFLICTS / SPECIAL ACCOMMODATIONS:

Exam Conflict – please see Ms. Grasse or Mr. Payne as soon as possible

Exam Accommodations – please see Mr. Severino as soon as possible

F. ACADEMIC DISHONESTY:

Academic dishonesty on an exam is a very serious offence. If a teacher finds evidence or an attempt of this act, this will be reported to the Principal and the student's exam will not be marked. The final grade will be affected, possibly resulting in a failing grade.

