



<b>January 2019 Exam Week</b>					
	Mon. Jan 21	Tue. Jan 22	Wed. Jan 23	Thur. Jan 24	Friday Jan 25
9:30	ELPA – Grade 9 Reading by Homeroom.	Period 1	Period 2	Period 4	Medical Supplement Exams
1:15	ELPA-R – Grade 11/12 alphabetical List will be posted for locations.	Period 3		Period 5	
Grade 9/10/11 Language Arts – Portfolio Interviews (Appointments are set by the teacher) In the event of a storm – all exam days move up one day.					

### Teacher Exam Guidelines

1. Subject teacher supervises their own exams.
2. Subject teacher retrieves the exams from the main office conference room.
3. Be in exam room 20 minutes prior to exam.
4. Separate desks and students.
5. No food or drink in exam room (water excluded).
6. Ensure all electronic devices are turned off and put away in book bags, coats, purses, then placed all together in a designated area of the classroom.
7. Teachers are required to provide paper for exam
8. Check attendance and if students are absent get a floater to relieve you to contact home. You know the particulars of a situation – make the phone call.
9. During exam week make sure to check supplementary exam list in the main office and present these exams to the Learning Commons supervisors prior to the writing date.
10. During exam time it is expected that teachers circulate the exam room.
11. Teacher’s first priority is supervision.
12. Teachers should keep track of time remaining on the front white board.
13. Students must a minimum of 1 hour and work on the exam during this time.
14. Students are not permitted to leave the classroom during the exam without and escort. If you need an escort please use a floater or contact the office.
15. Students should physically hand in the exam to teachers not leave it on the desk.
16. Students should ensure they hand in all exam material including scratch paper. Nothing is handed in after they leave the exam room.