

EXAMINATION & SEMESTER 2 START UP GUIDELINES

- **Outstanding quarterly work must be resolved prior to Friday, January 17 at 3:30pm. After this date, zero grades will be assigned.**
- Students may not go to lockers while examinations are in session.
- Students may not leave the examination room until 1-1/2 hours have elapsed. Students who choose to leave prior to 10:45a.m. must go to the cafeteria, the library, or leave the building.
- The examination schedule is set at the beginning of the school year, and students are expected to write at the scheduled time. Failure to do so will result in a zero grade. **If there is an extenuating circumstance and a student cannot write an exam at the scheduled time, contact must be made with the school principal prior to the writing of the examination. A physician's note will be required in cases of illness.**
- Cellular phones, headphones, notes or extra paper are not permitted in the examination room. Students failing to observe this rule may be deemed as cheating and assigned a zero grade. The onus is on the student to observe rules for writing examinations. The consequence of cheating on an exam will result in a mark of zero on the exam.
- Buses will arrive at the regular time on Monday, at 11:30am Tuesday and Thursday, and at 1:00pm on Wednesday.
- The cafeteria will be open during exam week for light snacks and lunches only.
- No final marks are to be given out to students prior to January 29.
- Regular parking policies are in effect during exam week.

In the event of school cancellation, note the following plan:

One day is cancelled: Exams are written in the same sequence, but delayed by one day (period 5 exam would be written on Friday).

Two days are cancelled: In this case, the exam week will consist of 3 days. Period 1 & 2 exams are written on the first day, Period 3 exam is written on the second day, and Period 4 & 5 exams are written on the third day.

In order to receive report cards, students must have all outstanding business taken care of (textbooks returned, course fees paid).

Students who wish to review a particular exam are to make arrangements with the subject teacher by Friday, January 31st.

Only essential course changes will be entertained (incomplete schedule or graduation requirements, for example). Students needing a change are to see their homeroom teacher, who will notify guidance (via attached form, "Essential Course Change form"). Announcements will be made for students to go to the guidance office when guidance personnel are able to see them. **Until changes are officially made, students are to attend the classes which appear on their schedules.**

Students who have met graduation requirements and will not be returning semester two must go to guidance to complete a withdrawal notice and verify graduation status (Graduation fees must be paid).