

ASSESSMENT WEEK

January 20-23, 2020

1. Assessments will be written in the classroom where the subject is usually delivered, unless other notification is provided by the subject teacher. Writing booklets will be provided.
2. Assessments are scheduled for **9:00-11:00 AM each day (check schedule)**, except for Period 3 - Monday, January 20th from 1:00 – 3:00 PM. For two hour assessments, students **must** remain in the classroom for **1 ½ hours**. Students may leave ½ hour prior to the end of their assessment and must leave the room quietly. **STUDENTS ARE NOT TO STAND IN THE CORRIDORS OR GO TO THEIR LOCKERS UNTIL AFTER THE ASSESSMENT PERIOD.** Students leaving the classroom after 1 ½ hours are to leave the building or proceed quietly to the cafeteria and remain there until dismissed. **STUDENTS ARE TO REFRAIN FROM TALKING OR MAKING ANY NOISE IN THE CORRIDORS DURING THE ASSESSMENT TIME.**
3. The **Assessment Schedule** is as follows:
Period 2 subjects—January 20 - 9:00 - 11:00 AM
Period 3 subjects—January 20 - 1:00 - 3:00 PM
Period 4 subjects—January 21 - 9:00 -11:00 AM
Period 5 subjects—January 22 - 9:00 -11:00 AM
Period 6 subjects—January 23 - 9:00 -11:00 AM
4. **If school is closed for any reason during the week, the schedule for that day will be written on the following day and the remaining schedule will move forward.**
5. Students will **NOT** be in the school unless they are writing, studying or have made prior arrangements with teachers for additional help. Wandering the hallways or loitering on school property is **NOT** permitted.
6. The buses will depart at approximately 11:25 AM. Students are encouraged to leave the building after 11:00 AM each morning. **Monday January 20th a bus will depart at 3:25 pm ONLY (no AM bus).**
7. **The cafeteria will NOT be open during the week of assessments.**
8. Students must keep their eyes on their own work throughout the assessment. **One of the penalties for cheating is confiscation of the paper and an automatic zero. (electronic cheating included) IT IS THE RESPONSIBILITY OF THE PUPIL TO TAKE NO ACTION THAT MIGHT BE CONSTRUED AS CHEATING.**
9. Students are to have a sufficient supply of writing materials so that no borrowing is necessary. Use blue or black pens only (pencils as required).
10. A professional medical note will be required for any assessment missed.
11. Designated teachers will be on duty in the hallways from 10:30 to 11:00. **Unless there is an emergency**, students are not permitted to leave the room. If there is an emergency, the teacher supervising will call into the office for an administrator.
12. Prior to leaving school on **Friday, January 17th**, students are reminded to take all course materials and textbooks with them for **all their assessments**.
13. Students are reminded that no course change requests will be entertained after **January 31st**. **Students are encouraged to make all course changes immediately.**
14. There will be **no school** for students on **January 27th and 28th**. **Unless the schedule has changed due to a storm cancellation, these days will also move forward in case of a storm cancellation.** Buses will not be running on these days.
15. Semester 2 starts on **Wednesday, January 29th**. **(Unless the schedule has changed due to a storm cancellation) Students will report to their Homeroom at 8:35 am for their schedule.** If not done already, it is imperative that all textbooks be returned at this time. **After O' Canada students will move to their Semester 2, Period 2 class, and follow the Semester 2 schedule for the rest of the day.** If students wish to see assessment results, they must make an appointment time with their Semester 1 teacher.

**PLEASE READ TO EVERY CLASS YOU TEACH
PLEASE POST**