

EXAMINATIONS PROCEDURES

January 21-24, 2019

1. Examinations will be written in the classroom where the subject is usually delivered, unless other notification is provided by the subject teacher. Examination booklets will be provided.
2. Examinations are scheduled for **9:00-11:00 each day (check exam schedule)**, with the exception of Period 2 exams Monday, January 21st from 1:00 – 3:00 pm. For two hour examinations, students **must** remain in the exam room for **1 ½ hours**. Students may leave **½ hour** prior to the end of the exam. Students are to leave the exam room quietly. **STUDENTS ARE NOT TO STAND IN THE CORRIDORS OR GO TO THEIR LOCKERS UNTIL AFTER THE EXAM 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 EXAM TIME.**
3. The **Examination Schedule** is as follows:
PERIOD 1 SUBJECTS—JANUARY 21 - 9:00 - 11:00
PERIOD 2 SUBJECTS—JANUARY 21 - 1:00 - 3:00
PERIOD 3 SUBJECTS—JANUARY 22 - 9:00 - 11:00
PERIOD 4 SUBJECTS—JANUARY 23 - 9:00 - 11:00
PERIOD 5 SUBJECTS—JANUARY 24 - 9:00 - 11:00
4. **If school is closed for any reason during exam week, the examinations scheduled for that day will be written on the following day and the remaining schedule will be moved forward.**
5. Students will **NOT** be in the school unless they are writing examinations, studying or have made prior arrangements with teachers for additional help. Wandering the hallways or loitering on school property is **NOT** permitted. The buses will depart at approximately 11:25 am during exam days. **Monday January 21st a bus will also depart at 3:25 pm for Period 2 writers.** Students are encouraged to leave the building after 11:00 each morning. **The cafeteria will NOT be open during exam week.**
6. Students must keep their eyes on their own work throughout the exam. **One of the penalties for cheating is confiscation of the exam paper and an automatic zero for that exam. (electronic cheating included) IT IS THE RESPONSIBILITY OF THE PUPIL TO TAKE NO ACTION THAT MIGHT BE CONSTRUED AS CHEATING.**
7. Students are to have a sufficient supply of writing materials so that no borrowing is necessary during the examination. Use blue or black pens only (pencils as required).
8. A professional medical note will be required for any exam missed.
9. 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 exam room during the exam period. If there is an emergency, the teacher supervising the examination will call into the office for an administrator.
10. Prior to leaving school on **Friday, January 18th**, students are reminded to take all course materials and textbooks with them for **all their examinations**.
11. Students are reminded that no course change requests will be entertained after **February 1st**. **Students are encouraged to make all course changes immediately.**
12. There will be **no school** for students on **January 28th and 29th**. **Unless the exam 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.**
13. Semester 2 starts on **Wednesday, January 30th**. *(Unless the exam schedule has changed due to a storm cancellation)* **Students will report to their AP 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 1 class, and follow the Semester 2 schedule for the rest of the day.** If students wish to see exam results, they must make an appointment time with their Semester 1 teacher.

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