

Examination Policy

Teacher Expectations:

Assessment Prep

- Provide designated administrative assistant(s) with your exams for photocopying before the due date.
- Check exams at least 24 hours before the exam to ensure they have been copied correctly.
- Secure loose leaf if longer or essay responses will be written.

Classroom Set-Up

- Set up the desks in your classroom the night before an exam. There should be adequate space between desks to discourage cheating.
- Keep exams in a secure place.
- Coordinate with any other teachers who may be supervising one of your exams so that they are aware of all expectations. Example: Who will be picking up the exams and who will be setting up the room, accommodations, etc.).

Prep for Exam Support

- **2 weeks** prior to the exam dates, print a class list of students for each section in which you will be administering an exam.
- Using the class list, conference with identified students in each section to determine their ESST-Resource needs for the exam. (i.e. if they have a PLP that states alternative setting for exam purposes, requires double time, requires a scribe, have always left your classroom during the school year for ESST Resource support, computer required for writing, etc.).
- Highlight the students who require ESST-Resource support during the exams and identify their individual requests on the class list.
- Submit the lists to Kevin King **1 week** prior to the end of regular classes.
- Support for the classes will be confirmed in writing **before the end** of regular classes to be shared with the students.
- Cross-check the exemption list to verify which students are not writing the exam.
- Ensure students have specific instructions about the exam schedule, including where and when they are writing.

On the day Assessment Prep for Teachers

- If you do not already have the exams, collect them from the main office well in advance of the exam start time.
- Be in your classroom at least **fifteen minutes** before the exam is to commence.
- Send the designated administrative assistant an email within ten minutes after your exam begins listing names of students who have not reported to write but should be in attendance. Their homes will be called.
- Go over the student expectations (see below) for writing an exam prior to going over the exam and commencing the official start time.
- Take note of the official start time.
- Ensure that there are no consistent distractions (coughing, colds, in and out visitors) in an attempt to maintain a quiet work environment.
- Be strict regarding electronic devices (see the administrative guidelines).

Student Expectations:

Assessment Prep

- Students will study for their classes in which they have exams and retrieve extra help from their teachers or through the AIM Room (Room 301) if needed well in advance of the exam.
- Students can also reach out for study skills from ESST – Resource (Room 315).

Prep for Exam Support

- Two weeks before exams, students will meet with their subject teachers to make arrangements for any assessment accommodations required (those listed on their PLPs, extenuating circumstances, etc.)
- Before the end of regular classes, the students will be informed of the support they will be provided with during the assessment period.

On the day Assessment Prep

- Use the washroom and fill your water bottle before entering the exam room.
- Arrive at least ten minutes before your exam.
- Turn **off** and pack away all electronic devices (cell phone, iPods, etc.) as they are not permitted to be seen or heard during the exam. They may also **not** be used for **any** reason, including time keeping purposes. Failure to comply will result in the student's removal from the exam.
- Bring pens, pencils, erasers, calculators (i.e. all necessary tools to write your exam).
- Be attentive to the supervisor's specific instructions.
- If you are receiving ESST- Resource support in writing your exam, remain in your assessment room until the ESST- Resource person come to you.
- You may only leave after 90 minutes.
- No distracting snacks.
- All textbooks must be returned **no later than the day of the exam**.
- If you do not have an exam, you should not be at school.
- Arrange for transportation home following your exam. If you are waiting for an exam, you are expected to be in the library or the cafeteria.
- When you finish your exam prior to the required 90 minute time, you must sit quietly and not disrupt others. Electronic devices are **still not permitted** at this time, **even if** your exam has been passed in.

Missed Exams

- Exams must be written at the posted time.
- In the event a student arrives late to an exam, the student will be allowed for the remaining time available to all students. No additional time will be provided.
- In the event that a student's school bus arrives late, extra time if needed will be arranged by the teacher.
- A doctor's excuse is required to earn an opportunity to write the exam in the future. All missed exams will be written at the same time, with one supervisor, regardless of subject.
- Make up exams will consist of a different version from the original written earlier in the week.