

Exams – Need to Know

- Students should check the final exam schedule carefully and record when and where they are writing their exams.
- A student who misses their exam without a valid reason receives a zero on the exam.
- A medical note from the family doctor is required for any missed exam due to illness, within 24 hours to your **alpha Vice-Principal (VP)**. The signed medical note must clearly state, “The student is medically unable to write an examination”.
- Students who provide a medical note for a missed exam will write that exam as arranged through the alpha Vice-Principal (VP). **Students are not to approach the classroom teacher to make alternate arrangements to write the exam.**
- There will be NO cafeteria service from **Thurs Jan 25 – Thurs Jan 31, 2019**.
- During exams all hallways and Front Foyer are **OUT OF BOUNDS** – Library and Cafeteria are the only locations available for students during the day.
- Please arrange pick up of your child from school when the exam is completed.
- An Emergency Day is included in the exam schedule to provide flexibility in the event of an emergency.
- English Language Learners are entitled to extra time on the exam and write their exams with their regular classes and/or write in the room designated for ELL Students.
- Students with an IEP are entitled to extra time on their exams and write in the room designated for Special Education students.

Exam Room Procedures

- Students will be admitted to the Exam Room 5 minutes before the exam begins.
- All students will take 5 minutes to read through the entire exam (pens/pencils down).
- Subject related notes, coats, knapsacks and bags are to be left at the front of the classroom.
- Students should not have writing of any kind on their bodies (arms, legs etc.).
- **ELECTRONICS ARE TO BE TURNED OFF AND PUT IN YOUR BAG AT THE FRONT OF THE ROOM OR ON THE TEACHER’S DESK.**
- Once the exam begins, do not leave your seat for any reason. Notify the teacher by raising your hand if you require assistance, paper, or need to go to the bathroom.
- Any attempt to cheat or communicate with another student will result in an office referral and may result in a mark of zero on the examination.
- Students may leave after an hour and then on the half hour.
- Students arriving late to their exam DO NOT receive extra time.