

# LORNE PARK Secondary School

## Student Summative and Exam Preparation Instructions January 2019

### Summative Evaluations and the Formal Exam Schedule



In-class summative exams are held during regularly scheduled class periods, as needed. The **formal exam period** runs from 10:30am on **Thursday, January 24<sup>th</sup>, 2019 – Wednesday, January 30<sup>th</sup>, 2019** (last day of exams is make-up day/professional activity day). It is your responsibility to be at each of your summatives and exams on the scheduled date, time, and location. No extra-time is provided for late arrivals. A student who is late is required to get an admit note from the Main Office.

Students in grades 9-12 MUST write a final exam in order to get the credit. Please check your Student Handbook for details.

### Illness and Death in the Family

The only acceptable absences from summatives and exams are for a serious illness or the illness/death of a close family member. Students who miss an evaluation due to a serious illness must present a medical certificate and a letter from their parents to Mrs. Zilkey within 24hrs of the missed exam. The medical certificate must state that the student was “unable to write their final examination on the scheduled date”. In the case of a death in the family, a parent must contact Mrs. Zilkey as soon as possible. Students missing exams for acceptable reasons outlined above will be expected to write the exam on Wednesday, January 30<sup>th</sup>, 2019 at the latest. There will be no re-scheduling of summatives or exams to accommodate holiday travel or work schedules.

### Textbooks and School Materials

It is the student’s responsibility to return all textbooks, library books and any other borrowed school materials in good condition. Students owing any school materials may not receive new texts the following semester and may not have computer access at school until books are returned or the replacement value is paid to the office. The expectation is that students return their textbook, PRIOR to the start of the specific exam.

### During the Exam

Students will be admitted into the exam room five minutes before the exam is to start – bring your own writing instruments and/or other required items. Any materials brought to the exam but not permitted for exam use must be left at the front of the exam room (i.e. coats, backpacks, cell phones). Students are to remain seated during the exam and communicate their need for assistance by raising their hand. Students must remain in the exam room until dismissed by the supervising teacher. Students must remain in the room for the full exam time. Once dismissed, they are asked to leave the school quietly and immediately, unless waiting for transportation.

The library will be available for INDIVIDUAL quiet study from 8:30 a.m. to 1:30 p.m.

The cafeteria will be available during the exam period but no food will be served.

### Academic Honesty

Students are responsible to ensure that the knowledge and skills demonstrated during summatives and exams are their own. Students may lose credit for their exam or summative if they communicate in any way with another student during the evaluation or have unauthorized materials or equipment with them during the exam. The use of electronic devices (i.e. cell phones), other than calculators as permitted, is strictly prohibited. Only proper calculators can be used during the exam, with the permission of the supervising teacher.

**We wish you success on your summatives and final exams!**

