

# Exam Schedule June 2019

## EXAMINATION INSTRUCTIONS FOR STUDENTS

Exams run from Tuesday, June 18<sup>th</sup> to Friday, June 21<sup>st</sup>. It is the responsibility of the student to know the DATE, TIME, and LOCATION of each exam to be written.

### A. STUDENT ABSENCES:

If you are **absent for an exam** you will be given a mark of 'Ø', unless a medical certificate is submitted to the Vice Principal no later than Monday, June 24<sup>th</sup>. The Make Up Day is Monday, June 24<sup>th</sup> at 9:00 a.m. Students must make arrangements with the Teacher and Vice Principal to write a make-up exam.

### B. LATES:

Examinations begin promptly. **No additional time** will be given for "late arrivals". Go directly to your exam room.

### C. STUDY

During examinations, the **cafeteria** is designated as "**QUIET STUDY AREA**" from **9:00 a.m. to 12:00 p.m.**

### D. OUT OF BOUNDS

All hallways are out of bounds while exams are being written. Students must not be in the halls unless they are on the way to or from an exam.

### E. BUSES

Buses will pick students up at **12:00 p.m.**

### F. INCLEMENT WEATHER/SCHOOL CLOSING

If the school is officially closed because of inclement weather or an emergency situation, the exams for that day will be postponed until Monday, June 24<sup>th</sup>, 2019.

## EXAMINATION ROOM PROCEDURES

1. Go to the washroom just before the exam begins.
2. Students will only be admitted to the Exam Room 5 minutes before the exam is scheduled to begin.
3. Students must write the exam in the designated room (check with classroom teacher) unless other arrangements have been made in advance.
4. Notes, coats, knapsacks and bags are to be left at the front of the class or as directed by the teacher supervisor.
5. Once the exam begins, students are not to leave their seats. Raise your hand if assistance is required.
6. **Release times:**
  - a) 1.5 hour exams – may allow release after 1 hour
  - b) 2 hour exams - may allow release after 1 ½ hours.
  - c) No release during last 15 minutes
7. Students will not be allowed entrance into an evaluation **after** release times begin.
8. Before submitting your answer papers to the presiding teacher:
  - a) **name and number each page and put in numerical order;**
  - b) **fold the papers in the middle;**
  - c) on the outside of the paper, **write your name, homeform, subject teacher's name, and total number of foolscap pages**

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