

# Port Credit Secondary School

## Exam Procedures for Students – June 2019

- 1. Exam Times And Locations** - It is your responsibility to know the exact time, date and location of the examination for each course. Every year, students make an error and sleep in or arrive for an exam to find that it already has been written. **Make certain you know the date, time and location of each of your examinations.**
- 2. Lates** - A student who is late for an examination should go directly to the room where the exam is being written. **No** additional time will be given for the completion of the examination.
- 3. Completing An Exam Early** - For exams one hour in length, all **students must stay in the room for the full hour**. Most exams are 1.5 hours in length **unless stated by your teacher. Please confirm with them.** Students are encouraged to use the allotted time for the examination which includes time for reviewing responses to the questions. For exams, students may only leave the exam room 30 minutes prior to the end of the examination. Students may not leave an exam room at any other time as this is disruptive to others.
- 4. Illness** - If a student is too ill to write an examination during the scheduled time, the school must be notified before 8:30 a.m. on the day of the scheduled examination. The school number is 905-278-3382. Examinations are compulsory, therefore, any student missing an exam is to bring a doctor's note to the office that states that **"the student is unable to write their exam"** within 24 hours of the scheduled examination. Once the note is received and the student is well, the student will be required to write the missed exam at a time to be arranged.
- 5. Materials Needed For The Examination** - Students should bring a pen, highlighter, extra pencils or pens, erasers and the necessary required tools (rulers, dictionaries, calculators) to the exam as permitted by the course teacher. Students cannot borrow any equipment from another student during the exam. Notebooks, textbooks and backpacks are to be left at the front of the exam room. **Valuables are not to be brought into the exam room.\*\*\*Cellphones, personal listening devices and all other electronic devices, not directly required to write the exam, are not allowed in the exam room.**
- 6. Communication During An Exam** - A student who communicates with another student during an examination or who has unauthorized material pertaining to the exam may receive a mark of zero for the exam.
- 7. Accessing Lockers** - A student cannot access his/her locker in hallways while exams are being written.
- 8. Washrooms** - During an exam, if you need to use a washroom, raise your hand to notify the supervising teacher. They will call the office for a teacher to accompany you to the washroom.
- 9. Textbooks** - Textbooks and other borrowed materials must be returned to your teacher or the appropriate office or classroom as instructed by your teacher. Do NOT bring these items to the office. Remember to bring your textbooks to school on the day of the exam to return to your teacher.
- 10. School closed except for exams**

The Cafeteria is available for **quiet study** from **8:00 – 8:50 a.m.** only every day. The Cafeteria is also open after exams until 11:45 am when the busses arrive to take bussed students home. Students are expected to leave the school building immediately after their exam. The school will not be open for students except for those writing exams, or with express permission of their teacher, during the exam period. Student should not be socializing in the halls during the examination period.
- 11. Busses** - Busses will arrive at 11:45 am to take bussed students home. For extra time students who are bussed, if your extra time takes you past 11:45, you will have to make alternative arrangements to get home. Students are expected to leave the school building immediately after their exam. **With the exception of Tuesday, June 18<sup>th</sup> as busses will leave at the regular time.**