

IMPORTANT INFORMATION TO ALL STUDENTS AND PARENTS
JANUARY 25th to January 30th, 2018 EXAMINATIONS

Please note: Formal exams will be from January 25th - January 30th, 2018. Students come to school on the days of their scheduled exams only. No classes are taking place on these dates, with the exception of classes for secondary 1, 2, and 3 students, on Thursday, January 25th.

There will be study halls organized for students who are writing an exam during the morning or afternoon only. For secondary 1 & 2 students, a math study hall is being organized on the morning of Monday, January 29th, prior to the afternoon exam.

EXAM ATTENDANCE/ABSENCE:

1. Subject class lists will be posted in the main foyer; check these lists to find the room number of your exam.
2. Exams held in the morning start at 9:25 a.m. The afternoon exams start at 1:15 p.m.
It is very important to check your exam schedule in advance to determine the correct date and time of your exams. You are responsible for being present and on time. Students who arrive after the exam begins will be escorted to a Vice Principal, who will determine if entry to the exam is permitted. ***Regardless of the reason, if you are more than 30 minutes late for an exam, you will not be allowed to enter the exam room.***
3. Any student who has a valid reason to be absent for an exam, such as a serious accident, serious illness, or death in the family ***must submit an appropriate original medical note or death certificate from the concerned authority to your Vice-Principal***, either preceding or immediately following the exam. For participation in a Provincial or National competition, prior notice with appropriate documentation must also be submitted to your Vice-Principal.

CAFETERIA SERVICE:

Limited Cafeteria Service will start at 11:30 a.m. during the exam period.

SCHOOL CLOSURE:

If school closure is required due to weather conditions, the affected exam day will be re-scheduled to Wednesday, January 31st, 2018.

ELECTRONICS DURING EXAMS:

Students are strictly prohibited from using any electronic or communication devices (cellular telephone, MP3 player, camera, etc.) during an exam. Any student who violates this rule will be removed from the exam room and will be deemed to have cheated on the evaluation.

The consequence for cheating includes removal from the exam and a grade of zero.

The only materials allowed into the exam room are those listed on the exam instructions, i.e. writing materials or calculator. Students can only use calculators during Math and Science exams. If using a graphic calculator, students must delete all programmed formulas. **Phones or MP3 players cannot be used as calculators.**

Students using a computer/laptop with approved software (i.e. Natural Reader) are reminded to bring earphones to the exam.

EXAM INSTRUCTIONS:

1. The only materials permitted into the exam room are those listed on the exam instructions, i.e. writing materials and calculator. Possession of unauthorized materials may result in removal of the exam, student removal from the exam room, and a grade of zero on the exam.
2. You may not communicate (verbally or non-verbally) with any student, or share materials or notes at any time during an exam. Disciplinary consequences will be applied for communication or misbehaviour during an exam, including any or all of the following: Immediate student removal from the exam room, removal of the exam, and/or a grade of zero.
3. Listen carefully to the invigilator's instructions. They may vary from one exam to another.
4. **The consequence of cheating includes removal from the exam and a mark of zero.**
5. You must remain **in the classroom until 11:25 a.m. or 3:15 pm.** NO EARLY DISMISSALS WILL BE AUTHORIZED. You will be permitted to read or study once the invigilator has collected all exam materials.