

**IMPORTANT INFORMATION TO ALL STUDENTS AND PARENTS**  
**JANUARY 24<sup>th</sup> to January 28<sup>th</sup>, 2019 EXAMINATIONS**

**Please note:** Formal exams will be running from January 24<sup>th</sup> - January 28<sup>th</sup>, 2019. The examination schedule, depending on a student's grade level, is a mix of regularly scheduled classes and set examination blocks. Therefore, we ask that you please take the time to review the schedule with your child.

**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 services 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 Tuesday, January 29<sup>th</sup>, 2019.

**ELECTRONICS DURING EXAMS:**

***Students are strictly prohibited from using any electronic or communication devices 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 other electronic devices cannot be used as calculators.**

***Students using a computer/laptop with approved software (Natural Reader or WordQ ) 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.