



IMPORTANT INFORMATION TO ALL STUDENTS AND PARENTS

EXAMS - MAY & JUNE, 2018



Please note: Regular classes end Friday, June 8th, 2018. Exams, depending on the grade level/subject, take place during class time or during the formal June exam weeks. This period runs between May 1st and June 19th, 2018.

During the formal June exam weeks (June 11th until June 19th), students are only permitted to attend school on days that they have scheduled exams or tutorials. A copy of the exam schedule is available on the HRHS website.

EXAM ATTENDANCE/ABSENCE:

1. Students line up in the Main Foyer according to their subject group number. The group lines are indicated on the foyer TV screens. Students entitled to certain support measures during evaluations are placed in a classroom, instead of the cafeteria. These names and classroom numbers are indicated on bulletin boards in the Main Foyer.
2. Exams held in the morning start at 9:25 a.m. Any tutorials being held in the afternoon begin at 1:30 p.m. It is very important to check your exam schedule in advance, to note the correct date and time of your exams. Students are responsible for being on time. Students who arrive after an 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 permitted 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:

Cafeteria services are not available during exams. The cafeteria services end on Friday, June 8th, 2018.

ELECTRONICS DURING EXAMS:

Students are strictly prohibited from using any electronic or communication devices (ex: cellular telephone, MP3 player, tablet, 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.

Students using a computer/laptop with approved software (ex: Natural Reader or WordQ) must bring their own earphones to the exam.

EXAM INSTRUCTIONS:

1. The only materials allowed in the exam room are those listed on the exam instructions (ex: writing materials or calculator). Students can only use calculators during Math and Science exams. When using a graphic calculator, students must delete all programmed formulas. **Phones or MP3 players cannot be used as calculators during an exam.**
2. Students cannot 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. Students must remain in the exam room until the early dismissal time. This time may vary from one exam to another. The early dismissal time will be announced before the exam, by one of the invigilators.
5. When you leave the exam room, you must submit all exam documents and write your initials on the attendance form.