

# IMPORTANT INFORMATION TO ALL STUDENTS AND PARENTS

## JUNE 2017 EXAMS

### ATTENDANCE IS MANDATORY FOR ALL STUDENTS.

Exams held in the morning start at 9:25 am. The afternoon exams start at 1:15 pm.

**Secondary 1** students have in-class evaluations until June 8<sup>th</sup> and exams from June 9<sup>th</sup> to June 13<sup>th</sup>.

**Secondary 2** students have in-class evaluations until June 8<sup>th</sup> with the exception of June 5<sup>th</sup> (exam day) and further exams from June 12<sup>th</sup> to June 14<sup>th</sup>.

**Secondary 3** students have in-class evaluations until June 2<sup>nd</sup> and exams from June 7<sup>th</sup> to June 14<sup>th</sup>.

**Secondary 4 & 5** students have in-class evaluations until June 2<sup>nd</sup> and exams from June 5<sup>th</sup> to June 20<sup>th</sup>.

Tutorials for Cycle 2 courses will be available for students during the exam period.

**There will be regular bus service until June 20<sup>th</sup> at 3:55 pm.**

### EXAM ATTENDANCE / ABSENCE:

1. Student lists will be posted alphabetically, by subject, in the main foyer. Students must check these lists to find the room number of their exam.
2. 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 at the exam room after the exam begins will be escorted to a Vice-Principal who will then determine if entry to the exam is permitted. No student will be allowed entry after 30 minutes.
3. Any student who has a valid reason to be absent for an exam, such as an accident, an illness or a death in the family **must** submit an appropriate original medical or death certificate from the concerned authority to their 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 the student's Vice-Principal.

### PRESENCE IN SCHOOL:

- Students may be present in school only for the following purposes: regular classes, a scheduled exam or tutorials.
- Students are not permitted in the building for any other purpose.
- Students who leave the school premises after an exam will not be permitted back into school and/or on the bus at the end of the day.

### CAFETERIA SERVICE:

Regular cafeteria service will be provided until June 2<sup>nd</sup>. Limited cafeteria service will be provided until June 14<sup>th</sup>.

### ELECTRONICS DURING EXAMS:

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

***The consequence of cheating includes removal from the exam and a mark of zero.***

The only materials permitted into the exam room are those listed on the exam instructions, i.e. writing materials and calculator. Students can only use calculators during math or science exams. If using a graphing 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, WordQ) are reminded to bring earphones to the exam.**

### EXAM INSTRUCTIONS:

1. Students may not communicate (verbally or otherwise) with other students once in the exam room. They may not share materials or notes at any time during an exam unless directed to do so. Disciplinary consequences will be applied for communication or misbehaviour during an exam. These may include any or all of the following: immediate student dismissal from the exam room, removal of the exam and / or loss of exam marks.
2. Students must listen carefully to the invigilator's instructions. These may vary from one exam to another.
3. **For a given exam, students must remain in the exam room for a minimum of 1 ½ hours in the case of a 2-hour exam and 2 hours in the case of a 3-hour exam. NO EXCEPTIONS WILL BE MADE.**