



EXAMINATIONS AND EVALUATIONS

Report Cards

Formal report cards are issued three times per year. The first report card (informal) will be “comments only” to provide information about performance at the start of the year. Marks (grades) are provided at the end of the first, second and third term. For Cycle 2, Secondary IV and V students, a Ministry **Transcript of Record** will be mailed to the student in July, to provide the final grades and credits in each of the Secondary IV and V courses completed. This information will be crucial for Secondary IV students to assess their eligibility for promotion to Secondary V courses and to submit for CEGEP application when in Secondary V, and for Secondary V students to gain CEGEP entry. All report cards are available to parents and students via their portal account. Printed copies will only be provided to parents who do not have access to the internet.

Communication between Parents and the School

Parents are invited to meet formally with their child’s teachers to discuss achievement twice during the school year, after the first and second term report cards. Parents of students who are experiencing difficulty during the term will receive one or more forms of communication from a teacher, such as:

- A telephone call
- A note in the student agenda
- E-mail

Parents are also encouraged to contact the teachers for information regarding their child’s progress as needed. Inquiries regarding the report cards should be directed to the teacher of the subject in question or to the appropriate Vice Principal.

Parents who wish to meet with any school personnel are asked to make an appointment in advance.

School

Formal examinations and evaluations will be administered to students in January, May and June. It is important to note that students will be evaluated in class on an on-going basis during the year in accordance with MEES assessment requirements. Any absence will be detrimental to student success.





MEES

The Ministry of Education sets uniform examinations in designated subjects in Secondary II, IV and V. These are normally administered in the months of May and June and a Ministry transcript, providing the final results in the course, will be issued mid-July for students in Secondary IV and V. Supplementary examinations, where applicable, are offered in August and January through the Riverside School Board.

Eligibility

To be eligible to write a school examination, a student must be legally enrolled and have completed the course of study. Only the Ministry of Education may authorize an exception to this rule.

STUDENT EVALUATION

Rules Pertaining to all Examinations and Common Evaluations.

Attendance / Absence

1. Subject class lists will be posted in the main foyer each day; check these lists to find the location of the exam.
2. It is very important to check the exam schedule in advance to determine the correct date and time of each exam. Students are responsible for being present and on time. Report to the exam room at least 5 minutes before the start time of the exam.
3. Transportation difficulties do not validate absence or lateness beyond the allowed entry time.
4. Students who arrive to the room after the exam /evaluations period begins will be escorted to a Vice Principal, who will determine if entry is permitted. Students who arrive past the maximum entry time (30 minutes), will lose all credit for the exam/evaluation.
5. In the case of the Secondary IV and V English process exams, unique rules apply; consult the Vice Principal for details.
6. Students who have a valid reason to be absent from an exam (including on-going classroom evaluations), such as an accident, serious illness or death in the family **must** submit an appropriate original certificate from the concerned authorities to their Vice Principal either preceding or immediately following the exam or evaluation period. For participation in a Provincial or National competition, prior notice from the concerned authorities must be submitted to their Vice Principal. **Vacations are not considered valid reasons to miss evaluations.**





7. Students who are absent from a Ministry exam may choose to write an August exam through the Riverside School Board. For detailed information, please refer to the summer school documentation which will be provided to the students with the Spring report card package.

Exam/ Evaluation Instructions

1. Students who identify an exam conflict must immediately notify their Vice Principal to establish alternative arrangements. Failure to provide sufficient notice of a conflict may result in the cancellation of one exam and a notation of absence.
2. Bring all required materials to the exam as advised by the subject teacher. *For example, Cycle 1 Math examinations may require a dictionary, pencils, eraser, ruler, protractor, compass and calculator.* Borrowing materials from other students is not permitted during exams.
3. The only materials permitted into the room are those listed on the exam/evaluation instructions, for example, writing materials and calculator. **Electronic devices (cell phones, MP3 players, organizers, etc.) are not permitted under any circumstances. Possession of unauthorized materials may result in one or more of the following: confiscation of the exam and/or the device, student removal from the exam room, and loss of all credit for the exam/evaluation.**
4. **You may not communicate in any way with another student, or share materials or notes at any time during an exam.** Communication, (unless required in the instructions given in the exam or by the invigilator) or misbehavior during an exam/evaluation may result in the immediate removal from the room, removal of the exam or evaluation and/or loss of marks.
5. The consequences for cheating are removal from the exam room and loss of all credit for the exam/evaluation.
6. Any student who leaves the room without authorization **will not be permitted to return.**





7. Listen carefully to the invigilators' instructions. They may vary from one exam / evaluation to another.
8. Students must remain for the minimum time as specified by the invigilator.

Presence in School during the Formal Examinations and Evaluations

Once regular classes have terminated and the formal Examination/Evaluation period begins in June, students may only be present in school for the following purposes: a scheduled exam, an evaluation period, or a tutorial session. Disciplinary consequences will be applied to students found on campus without a valid reason.

Bus Service and Attendance

Regular school bus service (morning and evening) will continue until the last school day in June. Should a student wish to arrive or leave mid-day during the exam / evaluation period, parents are responsible for this transportation. Supervision is provided for students present on campus during regular school hours for an authorized reason; parental responsibility is assumed otherwise. **Students may not use a school bus for any other reason than to attend a valid, authorized activity as described above.**

