

STUDENT EXAMINATION PROCEDURES

ATTENDANCE

- A parent/guardian must report a student absence by contacting the school by 8:15 a.m. on the morning of the examination (905-851-3259).
- Absence due to illness will require a medical note and the student's exam will be rescheduled on Thursday, February 1st, 2018.
- Absences without a legitimate reason will result in a mark of "0" for that exam.
- Absences due to personal vacation are not permitted and will also result in a mark of "0" for that exam.

PUNCTUALITY

During exams the morning routine will remain the same as follows:

- 8:15 a.m. warning bell
- 8:20 a.m. students must be in class for the bell, anthem, prayer, attendance and textbook collection
- All late students must report to the attendance office to obtain an admit slip
- **8:30 a.m. exams are to begin.** NO EXTRA TIME WILL BE GIVEN to students who arrive late.

EXPECTED BEHAVIOUR

- It is the student's responsibility to know the date, time and location for each exam.
- Once the teacher dismisses students from an exam, it is expected they are quiet in the hallways since there may be other exams still in session.
- Students who are caught cheating will receive a mark of "0" on the evaluation and a parent/guardian will be contacted.

UNIFORM / CELL PHONES / SCHOOL BAGS / LOCKERS

- Full and proper uniform is **mandatory** for students to be admitted to the examination.
- Cell Phones must not be seen, heard or touched during exam times.
- Students are permitted to leave their bags at the front of the classroom.
- There will be no access to lockers during exam period (8:30-10:30).

TEXTBOOKS

- Students must return all school textbooks to the subject teacher before the exam or at the beginning of the exam.
- Students who have lost or damaged a school textbook will be required to pay for the replacement cost of the textbook.
- Students who have outstanding textbooks will not be issued their report cards or textbooks for the next semester.

BUSES / TRANSPORTATION

- Buses will continue to arrive and depart from school at the regular times.
- Students may wish to make alternative arrangements.

CAFETERIA

- The Cafeteria will be **available** for students who require a place to study.
- Cafeteria food services **WILL NOT** be available during exams.

EMERGENCY PROCEDURES

- If an examination day is cancelled for any reason (including inclement weather), only that day's examinations will be written on Thursday, February 1st, 2018 at the same time and location indicated on the original schedule. All other examination days will remain unchanged.

LIBRARY

- The library will be **CLOSED** during exams.

Please note: If you are a student accessing Student Services, please fill out the table below when meeting with your core resource teacher when discussing your placement for exams and accommodations. Please share your exam date, location and accommodations your teachers and parents.

EXAM DATE	EXAM WRITTEN (COURSE)	TIME	LOCATION	ACCOMODATIONS