

Examination Expectations for Students – January 2020

Bill Hogarth Secondary School

Semester 1 Final Examinations are scheduled to be written from Thursday, January 23, 2020 to Wednesday, January 29, 2020. All written examinations will begin at 9:30 a.m. Performance-based examinations may occur throughout the week, and will also continue into Wednesday, January 29, as scheduled by the teacher. Students are responsible for checking the exam schedule (on reverse side) to determine the date, time and room location for their exams. Students are encouraged to highlight each of their exams, and to copy them in the chart provided at the bottom of this page.

Carefully review the exam procedures outlined below. Examination Feedback Day is scheduled for Thursday, January 30, 2020. A modified schedule will be in place for this day (see details in chart below).

Examination Schedule

Written exams begin at 9:30 a.m. Some performance-based exams are scheduled at other times. It is advisable that you arrive by 9:15 a.m. for a written exam, and at least 15 minutes prior for a performance-based exam. You **must** write your exam at the school on the day and at the time for which it has been scheduled.

If you are absent for an exam and do not provide documentation (i.e. see “Examinations missed due to illness” section below), you will receive a mark of zero (0) for the exam. Final examinations will NOT be re-scheduled to accommodate alternate activities which conflict with the timing of exams (ie. vacations, employment commitments, appointments, etc.) This also applies to Course Culminating Assessments during the month of January.

Inclement Weather

In the event of inclement weather that causes school buses to be cancelled, that day’s exams will be written on Wednesday, January 29, 2020 beginning at 9:30 a.m.

Examinations missed due to illness

If you miss an examination due to illness, you **must** present a medical note to the Vice-Principal by 9:30 a.m. on the day immediately following the exam. The medical note must clearly indicate that “[Your name] was not able to write the exam on [the date of the exam] at [the time of the exam] due to [indicate reason].” If you miss an exam for another reason (i.e. bereavement), you must provide supporting documentation. Students who do not present documentation supporting the absence will receive a mark of zero (0) on the exam.

Arriving late for an examination

Exams start at 9:30 a.m. If you arrive after 9:30 a.m. but within 20 minutes of the start of the exam, you may go directly to the exam room. You will only be given the remaining time for the exam. If you arrive more than 20 minutes late, you must report directly to the Main Office.

Collection of textbooks

Textbooks must be returned to your teacher by the day of your exam. You are responsible for paying the replacement cost for lost or damaged textbooks and related materials. Students must pay for all lost or damaged textbooks before the final exam is written.

During an examination

1. Paper is provided for exams which require it. The student must bring all other necessary equipment, such as pens, pencils, mathematical sets, rulers, erasers (and bilingual paper dictionaries, where permitted). An extra pen or pencil is recommended.
2. Textbooks which are being collected by the teacher during the exam should be placed closed on your desk.
3. Jackets, backpacks, pencil cases, geometry set cases, and covers for calculators are not allowed in the exam room, and should be stored securely in your locker prior to arriving to your exam room. Teachers will direct students on the use of pocket calculators and/or dictionaries during the exam.
4. Personal electronic devices (ie. cell phones/iPhones/iPods, electronic translators, etc.) are not permitted in any examination room. These items should be stored appropriately in your locker, and must be turned completely OFF.
5. Resources (ie. calculators, pencils/pens, erasers, paper bilingual dictionaries, etc.) may not be shared with another student during an exam.
6. Talking or communicating in any manner with anyone other than the teacher during the exam - or during the collection or distribution of the exam - is considered cheating. Students engaged in such communication may receive a mark of zero (0) for the exam.
7. Upon receiving your exam, verify that you have all of the correct pages. Write your name on each page, and on each separate answer sheet.
8. Remain seated during the exam. Quietly raise your hand to get the teacher’s attention.
9. Students must remain in the exam room for the duration of the exam. Students who complete their exam early are urged to use the remaining time to review their work, prior to exam collection.
10. At the end of your exam, follow your teacher’s instructions, to prepare your exam for collection. Remain seated until all exams have been collected, and the teacher has dismissed the class. Do not talk until you have exited the exam.
11. Please be considerate of students who may still be writing their own exams, as you leave your exam room.
12. Students are expected to return home once they have completed their exams, unless they have a pre-arranged meeting with a staff member. Students should use the afternoon to prepare for their next exam. The Cafeteria will be available for quiet study after exams from 11:00am - 3:35pm .

Exam Feedback Day Thursday, January 30, 2020	
Exam feedback for Period 1 classes	9:20 a.m. – 10:00 a.m.
Exam feedback for Period 2 classes	10:05 a.m. – 10:45 a.m.
Exam feedback for Period 4 classes	10:50 a.m. – 11:30 a.m.
Exam feedback for Period 5 classes	11:35 a.m. – 12:15 p.m.
Consultation with teachers by appointment	1:00 p.m. – 3:35 p.m.