



BUR OAK SECONDARY SCHOOL EXAM INFORMATION – January 2020

- ✓ Students should read the information below and on the reverse side which outlines the exam procedures at Bur Oak S.S.
- ✓ Students are encouraged to complete the chart below

Dates for Period-by-Day Exams

Time	Thursday, January 23	Friday, January 24	Monday, January 27	Tuesday, January 28	Wednesday, January 29	Thursday, January 30	Friday , January 31
8:30 a.m.	All Period 1 Classes Course: Room # Length of Exam:	All Period 2 Classes Course: Room # Length of Exam:	All Period 5 Classes Course: Room # Length of Exam:	All Period 4 Classes Course: Room # Length of Exam:	All Period 3 Classes Course: Room # Length of Exam:	Exam Review Day	PA Day
1:00 p.m.	e-Learning exams						

1. EXAM PROCEDURES/ABSENCE

- Students should plan to be at school 15 minutes prior to the beginning of each exam. Ensure that vacation time is not planned for the exam period.
- All exams must be written at the scheduled time. A mark of zero will be assigned for missed exams.
 - Exceptions: Medical emergency or illness supported by a medical certificate stating that an exam must be missed for medical reasons, the death of a family member or close friend, or a personal court appearance.
- If students are unable to be present for an exam, you must present a medical certificate or a court order. Failure to do so will result in a mark of zero for the exam and may jeopardize your credit. A court order must be presented prior to the writing of the exam so that alternate arrangements can be made. The medical certificate must be presented to school administration as soon as possible.
- All exams missed for any of the reasons stated above must be written at an alternative time before the course credit will be granted.
- Please see Ms.Bregg in the main office if you will be absent for an exam.

2. LATE ARRIVAL

If students arrive up to 15 minutes late to the exam, they should go directly to the classroom. Students will be admitted to complete the examination in the remaining time. If students arrive more than 15 minutes after the start of the exam, they should report directly to Exam Central located in the Career Centre.

3. EXAM WEEK

- During exam week, students are required to be at school only when scheduled to write an exam. Students may also come to school to see a teacher for help or to study quietly in the cafeteria. Students are not permitted to be in the halls or to go to their locker when exams are being written. The cafeteria servery will be closed during exams from Thursday January 23, 2020 through to Friday January 31, 2020.

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4. EXTRA REVIEW DAY

- Exam Review Day is scheduled for January 30, 2020. This is an opportunity for students to receive feedback about their exams.
- Please see schedule:

Period	Time
1	8:15 – 8:45
2	8:50 – 9:20
3	9:25 – 9:55
4	10:00 – 10:30
5	10:35 – 11:05

5. EXTRA HELP

- Students who want extra help must make arrangements with their teacher(s) in advance. As students are not permitted to be in the halls when exams are being written, students seeking extra help must arrive prior to the examination start times.

6. TEXTBOOKS

- All borrowed school textbooks must be returned during the exam for the subject. Payment for any lost books must be made in the main office.

7. DURING AN EXAM

- Textbooks to be returned should be placed where instructed.
- Check to ensure that the correct number of exam pages has been distributed.
- Full name should be clearly written on each page of the exam paper and any foolscap.
- Other books, pencil cases, geometry set cases, covers for calculators, electronic devices, jackets, and bags are **not** allowed in the exam room.
- Electronic dictionaries, personal digital assistants (PDA's), and cell phones are not to be used during an exam.
- Resources may **not** be shared with another student during an exam.
- Students may not communicate with any other student once an exam has begun.
- Students must remain in the exam room for the entire duration of the exam.

8. ACADEMIC DISHONESTY

- A student caught cheating should expect to receive a mark of zero for the exam and possible other disciplinary action.

9. AT THE END OF THE EXAM

- Follow the teacher's instructions in preparing for the collection of the exam.
- Remain sitting until all of the exams are collected.
- Do not talk until after you have exited the examination room.
- It is expected that all students vacate the school (morning /afternoon exams) after the exam.

10. INCLEMENT WEATHER (Snow Day)

Check the York Region Board of Education website (www.yrdsb.ca), local radio stations and the Weather Network (Rogers 22 or www.theweathernetwork.com) for information on school closures or bus cancellations. Exams cancelled due to inclement weather will be written on the **Exam Review day, Thursday, January 30, 2020**. Exam Review will then take place in the morning on the first day of Semester 2, **Monday, February 3, 2020** followed by a modified schedule for regular classes.