

Memo

To: Students and Families
 From: Janet Atkinson, Tamar Stein, Michelle Godfrey
 Date: January 2018
 Re: Semester Examination Schedule for January 2018

After this date, students will concentrate on final evaluations which include in-class summative evaluations as well as exams during the exam period of Thursday, January 25, 2018 to Wednesday, January 31, 2018. Our exam schedule is on the back of this page. All exams are written at 9:00 a.m. Please review the examination rules below, and determine the days on which your examinations are scheduled.

York Region District School Board Examination Rules

Examination Schedule:

All students must write their examinations at the scheduled time. **Vacation, employment and/or appointments must not be scheduled during summative evaluations and the examination period. Students must be available throughout the exam schedule in the unforeseen event that any exams need to be rescheduled.**

It is the responsibility of each student to confirm the scheduled examination time, date, and room.

If a student has a valid medical certificate detailing why he/she was unable to write the final summative and/or examination on the assigned day, the school’s administration will deal with the situation on a case by case basis.

Should any exam day be cancelled, all evaluations of that day will be re-scheduled during the exam period. In such an event, check the website to learn when postponed exams will be written.

On the day of the examination:

1. Bring any remaining course textbooks to your examination to return to your teacher.
2. Arrive at the assigned examination room by 8:50 a.m.
3. Leave all books, pencil cases, geometry set cases, carrying cases or covers for calculators, I-pods, MP3 Players, cell phones, and any other electronic devices including wearables, and jackets or bags in your locker or at home as they are not allowed in the evaluation room. The exception is textbooks to be returned to the teacher and specific devices that a teacher has instructed you to bring beyond the pen, pencil and eraser normally required.

During the examination:

1. You must not talk or communicate with any student in the evaluation room once the evaluation has begun.
2. **You must remain in the evaluation room for one full hour and you may not leave during the last fifteen minutes of the evaluation time.**
3. **No items may be borrowed/shared during an exam.**
4. Any student cheating on an evaluation or trying to pass information to another student will have their test paper immediately confiscated by the teacher and will be referred to administration who will determine the grade received on a case by case basis.

After the examination:

1. Vacate the building as soon as your examination is completed. There is no cafeteria service during this time and teachers are occupied marking.
2. Exam consultation day is on Thursday, February 01, 2018. Please see below for the schedule.

End of Semester Calendar for January-February 2018

Monday	Tuesday	Wednesday	Thursday	Friday
classes	23 classes	24 classes	25 Period 1 Exams	26 Period 2 Exams
29 Period 3 Exams	30 Period 4 Exams	31 Conflict/ Inclement weather day	Feb.01 Evaluation Consultation Day	Feb. 02 PA Day

SCHEDULE FOR EXAM CONSULTATION DAY	
Tuesday, June 28, 2018	
Period 1	8:30-9:05 a.m.
Period 2	9:10- 9:45 a.m.
Period 3	9:50-10:25 a.m.
Period 4	10:30-11:05 a.m.
Lunch	11:10-12:25 p.m.