

Huron Heights Secondary School
EXAMINATION INFORMATION AND RULES FOR STUDENTS
January 25 - January 31, 2024

GENERAL INFORMATION:

- The Examination Schedule has been distributed to all students and is posted in every classroom and at many locations throughout the school (Main Office/Guidance Office, etc.). This schedule details the day, length and room location for every examination.
- Highlight all your examinations on the HHSS Examination Schedule. It is your responsibility to know where your examinations are to be written and to go to that room **at least 5 minutes prior to the start.**
- There will be regular school bus service every day during examination week. You are only required to be at school to write examinations.
- All examinations begin promptly at 9:30 a.m. The exam date is dependent upon what period of the day you have the class scheduled on your timetable. Exams will take place in the following period order. Period 5, Period 4, Period 1, Period 2, Period 3.
- Certain courses such as Music will have individual student testing scheduled by the subject teacher during the examination days.
- Please note General Rules Governing Examinations listed below.

GENERAL RULES GOVERNING EXAMINATIONS:

Attendance

- Students must write their exams with their regular class.
- Parents must notify the school immediately by calling (905) 895-2384, if a student will be missing an exam due to serious illness. A doctor's note **must** be submitted for the day of the exam to explain the absence. Failure to provide a suitable doctor's note will normally result in a mark of zero. The school may verify information on medical certificates and statements.
- Vacation time, employment and appointments must not be planned during the scheduled exam period. All exams must be written at the scheduled time and place.**

Textbooks

- Textbooks and other course materials will be collected as you enter the examination room. Otherwise, please return them to your teacher later in person; do not assume that your teacher will find it if you leave it in a classroom.
- Do not go to your locker to retrieve textbooks following your exam. You will only be permitted to go to your locker following the full examination period, after 11:30 am, as other students may be writing in nearby classrooms.
- If you have lost your textbook, you must pay for it by cheque made out to HHSS. Your teacher will inform you of the replacement cost and the cheque must be brought to the main office.

Arrival to School

- During the full exam period (9:30 – 11:30 am), you are not permitted to be in the halls or at your lockers. The Cafeteria will be open daily from 9:30-12 and the Library will be open from 12-3:45. During the exam period these are to be used for quiet study. You may only be in the Library or the Cafeteria if you are in the school but not writing an examination.
- Students who arrive **up to 15 minutes late** should go directly to their examination room. Students who arrive **more than 15 minutes late** must report to the main office, and will be personally escorted to a supervised location.
- Please bring all belongings (including textbooks) to the exam. School bags, backpacks, jackets, pencil cases, notes, notebooks (unless instructed otherwise), cellular technology, food or drinks are not allowed at the desk. These items should be left at the front of the examination room. Please ensure that cell phones are turned off. Pencil cases may be opened for inspection.
- Paper is provided for the exam. You are responsible to provide all necessary equipment such as pens, pencils, mathematical sets, rulers and erasers. Teachers will direct students on the use of pocket calculators during the examinations. A spare pen or refill is recommended.

During Your Examination

- Ensure that you have the correct number of exam pages. Write your name on each exam page and each separate answer sheet.
- Note the duration of the exam, and plan your time wisely.
- You may not leave your seat during an examination. Indicate a question or request for foolscap paper by raising your hand.
- Students will sign an attendance sheet during each examination.
- Washroom privileges during the exam are on an emergency basis, and only with a teacher escort.
- Talking or any suggestion of dishonesty may result in the cancellation of your paper and a mark of zero.

At the End of Your Examination

- You must remain in the examination room for the full period of the examination. If you complete the examination prior to the end of the scheduled examination period, use the time to check your work.
- Respect others who are writing exams and remain quiet in the exam room and while in the halls.
- Students with an IEP, who are entitled to additional time, will be escorted to a supervised area following the completion of the exam, in order to receive additional time.

Library: 12:00pm - 3:45pm for quiet study

Cafeteria: 9:30am - 12:00pm for quiet study

In the event that school buses are canceled on an examination day, the examinations scheduled for that day will take place on Thursday, February 1 at 9:30 a.m. in the same room.

If school bus service is canceled because of weather conditions or an emergency situation, this information will be broadcast on local radio stations and television stations after 6:00 a.m. A bus cancellation message will also be available at www.schoolbuscity.com and 1-877-330-3001, or by following @YRDSB

HURON HEIGHTS FINAL EXAMINATION POLICY

The Ontario Ministry of Education and Training mandates that there must be a final examination or other formal evaluation in almost all secondary school courses. In many subjects, the Ministry also declares what must be covered by the examination and indicates the percentage value of a student's final mark.

Final exams at Huron Heights Secondary School will be scheduled during the latter part of January and June during the examination period. All students are required to write their final examinations during the scheduled date, time and place indicated on the examination schedule or as announced by their subject teacher. A student who misses an examination will receive a mark of "0" as the final mark for the exam.

Only under certain circumstances will students be excused from scheduled exams:

1. **If a medical certificate from a medical doctor indicates the student is not capable of writing the examination(s)**
2. **Passing of an immediate family member (i.e. parent or sibling)**
3. **Court Appearance**

Students who miss an examination due to the above reasons may write a substitute examination at a later date to be determined by the vice principal or principal in consultation with the subject teacher. Parents/Guardians are required to notify the school, if possible, prior to the scheduled exam time if the exam is going to be missed and provide a valid reason. Students must then present documentation supporting their absence from the original examination. If approval is granted, the student may be required to write the examination(s) in early February or late August. If the student does not write on the arranged date, the student will receive a mark of zero for the examination portion of his/her final mark and may not be successful in the course.

A vacation during an examination period is not a legitimate reason for a student to miss any examination(s).

GOOD LUCK ON YOUR EXAMS