

## **KESWICK HIGH SCHOOL – JANUARY 2018 – GUIDELINES FOR STUDENTS**

- **BEFORE EXAMS:** Check the examination schedule well in advance of the first day of exams. **First semester exams are scheduled for Thursday, January 25 to Wednesday, January 31, 2018.** Make sure you know and record the date, time, and room location of each of your exams.
- **WHAT TO BRING:** Arrive completely prepared with pens, pencils, eraser, ruler, and a non-programmable calculator if permitted by your teacher. Leave bags, coats, notebooks, etc. in your locker. **Cell phones, ipods and all other electronic devices are not permitted in the examination classrooms.**
- **CALCULATORS:** Calculators may not be shared or borrowed during the exam.
- **TEXTBOOKS:** All textbooks not collected prior to the examination day must be returned to the teacher at the beginning of your exam. If your textbook is lost or damaged, you will be required to reimburse the school before any new materials can be loaned to you next semester.
- **BUSSING:** All busses are on normal pick-up and drop-off times.
- **EXAMINATION ARRIVAL TIME:** Try to arrive about 20-30 minutes before your exam starts.
- **ARRIVING LATE TO AN EXAMINATION:** If you arrive late to an exam, report immediately to the Main Office.
- **MISSING AN EXAMINATION:** If you are absent for an exam for medical reasons, **a medical certificate** will be required. Please call the school at 905-476-0933 to inform your Vice-Principal of your absence.
- **INCLEMENT WEATHER:** In the event an Inclement Weather Day occurs on an exam day, that day's examinations will move to Thursday, February 1, 2018. All other exams will be written at their originally scheduled times.
- **WHERE TO STUDY:** Students are permitted in the cafeteria for individual or small group quiet study. Students are not to be in the hallways while exams are being written.
- **EXAMINATION ROOM ENTRY:** Make sure that you know your course code and section number so that you may verify your exam room. You must be in your exam room no later than 5 minutes before the exam begins.
- **EXAMINATION DURATION:** **You must remain in the exam room for the entire length of the exam.** Students with a 1.5-hour exam are to leave quietly and immediately when instructed by the teacher, without disturbing classes that have a 2-hour exam. Students will not have access to lockers until exams are finished.
- **WASHROOMS:** Be sure to go to the washroom before the examination.
- **PERFORMANCE EXAMINATIONS:** Students with performance examinations are to make an individual appointment with their teacher at times that will not result in a conflict with any other scheduled exam(s). Wait in the Cafeteria until your appointment time as the halls will be off limits.
- **EXAMINATION REVIEW DAY: Thursday, February 1, 2018**

Period 1      9:10 a.m. – 9:50 a.m.

Period 2      9:55 a.m. – 10:35 a.m.

Period 3/4    10:40 a.m. – 11:20 a.m.

Period 5      11:25 a.m. – 12:05 p.m.

Lunch        12:10 p.m. – 12:50 p.m.

Teachers Available for Appointments – 12:55 p.m. – 3:05 p.m.