

## **KESWICK HIGH SCHOOL – JANUARY 2023 – GUIDELINES FOR STUDENTS**

- **BEFORE EXAMINATIONS:** Check the examination schedule well in advance of the first day of examinations. **First semester exams are scheduled for Thursday, January 26 to Wednesday, January 31, 2023.** Make sure you know and record the date, time and room location of each of your examinations.
- **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, earbuds and all other electronic devices are not permitted in the examination classrooms.**
- **CALCULATORS:** Calculators may not be shared or borrowed during the examination.
- **TEXTBOOKS:** All textbooks not collected prior to the examination day must be returned to the teacher at the beginning of your examination. 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 buses are on normal pick-up and drop-off times.
- **EXAMINATION ARRIVAL TIME:** Try to arrive about 20-30 minutes before your examination starts.
- **ARRIVING LATE TO AN EXAMINATION:** If you arrive late to an examination, report immediately to the Main Office.
- **MISSING AN EXAMINATION:** If you are absent for an examination 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.
- **SEVERE WEATHER:** In the event an Severe Weather Day occurs on an examination day, that day's examinations will move to **Wednesday, February 1, 2023.** All other examinations 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 examinations are being written.
- **EXAMINATION ROOM ENTRY:** Make sure that you know your course code and section number so that you may verify your examination room. You must be in your examination room no later than 5 minutes before the examination begins.
- **EXAMINATION DURATION:** **You must remain in the examination room for the first hour of the examination.** Students will not have access to lockers until examinations 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 examination(s). Wait in the Cafeteria until your appointment time as the halls will be off limits.
- **EXAMINATION REVIEW DAY:** **Thursday, February 2, 2023**

Period 1: 9:10 a.m. – 9:50 a.m.  
Period 2: 9:55 a.m. – 10:35 a.m.  
Period 3: 10:40 a.m. – 11:20 a.m.  
Period 4: 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.