

## KCSS - EXAMINATION GUIDELINES FOR STUDENTS – January, 2018

1. There will be regular bus service during the exams; however, the cafeteria will be closed during the examination period.
2. Students should check the examination schedule carefully to locate room numbers.
3. Students arriving **more than 10 minutes** late are to report to the Main Office. **All exams begin at 9 a.m.**
4. Be sure you know your course code and section number, which is on your timetable schedule. Check with your subject teacher if you are not sure.
5. Parents of students under 18, who are absent for an exam due to illness must phone the school (905-833-5332 Ext. 176, 150, 154) prior to the exam and subsequently provide a **medical certificate** indicating that you were unable to write the exam. An alternative date will be arranged to write the exam. Students who are 18 must call if they are absent for an exam and must also provide a medical certificate indicating that they were unable to write the exam due to illness.
6. Students should go to the exam room **10 minutes** before the exam begins.
  - i. Students must remain in the exam room for the full examination period.
  - ii. **Cell phones are not permitted during exams.** Students are required to leave cell phones turned off and in their bags or lockers. Students may not access cell phones at any time in an exam room. Students found to have a cell phone in their possession during an exam may receive a mark of zero.
  - iii. Study notes, paper, books or school bags are not to be accessed by students during exams.
  - iv. Paper is provided for the exam but students must bring their own pens, pencils, rulers, erasers, calculators and math sets. Pencil cases may be opened for inspection.
  - v. Students must not leave their seats after the exam has started. If you require paper or other assistance, raise your hand and the supervision teacher will assist you.
  - vi. Students should number and sign each of their answer papers.
7. **Academic dishonesty** (e.g., having / referring to a cell phone, cheating, talking during the test, passing materials, writing on arms ...) may result in the exam paper being taken away and a **mark of "0"** given for the exam.
8. At the conclusion of their exam, students must **leave the room silently and maintain silence in the halls** so that they do not disturb students writing longer exams. Students are not to play music or be engaged in any activities which will create distractions for other students. The library is available for **quiet study**.
9. Students are **not permitted to go to their lockers** while exams are in progress. Students who plan to leave after writing an exam shorter than 2 hours in length should bring their coats, backpacks, etc. to the exam room and leave it in the area designated by the teacher, usually the front of the classroom.

### End of Semester Schedule

Jan 25	Period 1 Exams
Jan 26	Period 2 Exams
Jan 29	Period 3 Exams
Jan 30	Period 4 Exams
Jan 31	Performance/Practical Exams
Feb 1	AM – Exam Review PM – Student Counseling
Feb 2	PA Day – No School
Feb 5	1 <sup>st</sup> Day of Semester 2

### **Inclement Weather During Exams**

In the event of bad weather on an examination day, the cancellation of school buses will be announced on the following radio stations.

590 AM	1010 AM	88.5 FM	94.9 FM	99.1 FM	104.5 FM
640 AM	1050 AM	89.9 FM	95.9 FM	99.9 FM	100.7 FM
680 AM	1540 AM	92.5 FM	97.3 FM	101.1 FM	105.9 FM
860 AM	1580 AM	93.1 FM	98.1 FM	102.1 FM	107.1 FM

Bus cancellations will be announced on CITY TV, CTV Barrie, CTV Toronto, CP24, and Global News television stations. Also, should buses be cancelled this information can be found on the KCSS website, at <http://www.schoolbuscity.com>, by calling 1-877-330-3001, or by following @YRDSB on Twitter. Examinations will be postponed for the day if the school buses have been cancelled by the Board due to inclement weather. That day's exams will be written on the morning of Wednesday, January 31.