

### General Exam Schedule, June 2017

All exams begin at 9:30am

	Exam Date
Period 1 Classes	June 20 <sup>th</sup>
Period 2 Classes	June 21
Period 3 Classes	June 22
Period 4 Classes	June 23

June 26 Regular instructional day. Students follow their regular timetable. A detailed schedule will be shared shortly.

### EXAMINATION GUIDELINES FOR STUDENTS

1. All exams must be written at the time and date scheduled.
2. Any student who misses an exam due to extenuating circumstances (medical emergency, court appearance, bereavement) must provide proper documentation (medical certificate, court subpoena, death certificate). These students will be required to write a make-up exam or an alternate evaluation. Exams missed without proper documentation will receive a mark of zero.
3. In the event of a **FIRE ALARM**, leave all exam materials turned over, on your desk. Exit by the appropriate fire route. **DO NOT DISCUSS THE EXAM WITH OTHER STUDENTS.** Upon return, time will be adjusted accordingly.
4. Coats, notes, papers, purses, cell phones, iPods and any other extraneous material are not permitted in exam rooms unless approved by supervising teacher. The codes of behaviour, rules and safe schools policies of the school and board continue to be in effect during the exam period.
5. Textbooks are to be brought to the exam room for collection.
6. Students will write exams with their subject classes as indicated on the schedule attached. Students are responsible for finding the assigned room for their exams and arriving at least 5 minutes prior to the start time.
7. Students will be asked to initial an attendance sheet in each exam, signifying their presence in the exams. If a student arrives late he/she needs to report to Exam Central to have his/her attendance updated.
8. Each student is responsible for providing necessary equipment such as pens, pencils, highlighters, erasers, mathematics sets and rulers. A spare pen/pencil is highly recommended.
9. Talking or any suggestion of cheating during the exam will result in a mark of zero for the exam.
10. Students must not leave their seats during the exam. If they need more paper or a question clarified, they should raise a hand and wait for the supervising teacher to approach them.
11. Students may not leave the exam room until the end of the scheduled time.
12. Students should not be loitering in the halls after exams.
13. The Library and Cafeteria will be closed during exam time.

### EXAM FEEDBACK DAY: Wednesday, June 28<sup>th</sup>, 2017

Period 1	(exam feedback)	8:25-8:55
Period 2	(exam feedback)	9:00-9:30
Period 3	(exam feedback)	9:35-10:05
Period 4	(exam feedback)	10:10-10:40

Teachers are available to meet with you for individual consultation in the afternoon. It is advisable you schedule an appointment.