

# MARKVILLE SECONDARY SCHOOL EXAMINATION GUIDELINES

January 2019

## Before Exams

Check the examination schedule well in advance of the first day of exams. Highlight which exam you will write on each day and also check the location. Verify all exams with your teachers. If your exam is not listed, speak with your teacher to determine if and when the exam will be written. Exams vary in length and assessment practices. Students should discuss with their teachers the assessment format and expectations in advance of the exam day.

Identified students and English Language Learners are entitled to extra time for an examination. They should speak with their Special Education Resource Teacher or their ESL teacher ahead of time about the accommodation.

## Other Preparations

1. You need to come completely prepared with pens, pencils, and all other necessary materials.
2. Coats, notes, cell phones, iPods, purses and other extraneous materials are NOT permitted at your seat. **These must be left in your locker or at the front of the room.**
3. If calculators are permitted in your exam, note the following:
  - a. Calculators may not be shared or borrowed during the exam.
  - b. All calculators used during an exam must be free of the case/cover
  - c. Memories must be cleared for all programmable calculators.
4. Textbooks will be collected by subject teachers in the week prior to exams if the books are not required for study purposes. The condition of the textbook and the number will be verified from your teacher's records. If any textbook that was assigned to you is lost or damaged, you will be required to reimburse the school before any other materials are loaned to you. **Textbooks which are required for study purposes are to be taken to the exam room where they will be collected from you.**
5. **In event that an occurrence leads to the cancellation of exams, the exam schedule for the next day will be followed and the missed exam day will be made up on Thursday, January 31<sup>st</sup> (Exam Feedback Day)**

## Arriving for Exams

1. Eat breakfast before you leave home. Remember to include a source of protein. **The cafeteria will NOT be open to sell food during exam week.**
2. **Be early.** You are responsible for arriving punctually for each exam. It is advisable to report to the exam room **10 minutes** before the beginning of the exam.
3. If you are **less than 15 minutes late** for an exam, report directly to the exam room. **NO** extra time will be given for the exam.
4. If you are **more than 15 minutes late**, report to the Main Office for further instructions.
5. Any suggestion of cheating during an exam will be dealt with by Administration on a case by case basis.

## Missed Exams

**DO NOT make plans for holidays**, etc. during the exam period since as **you are required to write ALL exams at the scheduled time**. Failure to report for an examination may result in a mark of zero. If a student is absent from an exam for medical reasons, a medical certificate is required. Severe illness or extreme emergencies (**which must be supported by appropriate documentation**) MUST be verified by an Administrator. These students must speak with an administrator and may be required to write a make-up examination. In the case of an unexcused absence, a zero may be assigned for the missed portion(s) of the assessment and used in the determination of the final grade.

## During Exams

Cell phones, tablets, and other electronic devices have the ability to compromise the integrity of an exam. They are to be off and stored in the student's locker or bag placed at the front of the room. If an electronic device is accessed during an exam a mark of zero and/or other consequences may be incurred.

Students will sign an attendance sheet, signifying their presence in the exam. Students may leave the exam room only in the last 30 minutes of an exam. If a student completes the exam earlier, he/she is to quietly review the exam and remain seated.

Students must not leave their seats during the exam. Additional paper or clarification of instructions may be obtained by raising a hand to get the attention of the supervising teacher.

When you have finished writing your examination each day, go quickly and quietly to the cafeteria or library or leave the building. Students without exams or an appointment with a teacher are **NOT** to remain in the building.

## Open Gym

To support your well-being during the exam period, the gym will be open daily January 24, 25, 29, 30 from 11:00am to 1:00pm.

## **EXAM FEEDBACK DAY – Thursday, January 31<sup>st</sup>**

We will follow an altered timetable on this day. Students will have an opportunity to review their marked exams and course results with their teachers during class time and then make individual appointments if needed

<b>Period 1</b>	<b>8:20 – 9:00 am</b>
<b>Period 2</b>	<b>9:05 – 9:45 am</b>
<b>Period 3</b>	<b>9:50 – 10:30 am</b>
<b>Period 4</b>	<b>10:35 – 11:15 am</b>
<b>Period 5</b>	<b>11:20 am – 12:00 pm</b>
<b>Lunch</b>	<b>12:00 – 1:00 pm</b>
<b>Indiv. Appts.</b>	<b>1:00 – 3:00 pm</b>