

Sir William Mulock Secondary

Examination Policies and Procedures

Students are expected to write their exam(s) according to date, time and location indicated on the exam schedule. Any student who misses an exam due to extenuating circumstances (medical, court appearance, bereavement) must provide proper documentation (medical certificate, court subpoena, death certificate) to the Vice-Principal to determine appropriate accommodations. No other reason (work, camp, vacation) will be accepted for missing an exam. If you have any concerns, please speak to a Vice-Principal, Georgia Clifford.

Examination schedules will be handed out to each student and will be posted in all classrooms and on the school website www.mulock.ca

Check your examination schedule well in advance. Discuss with your teachers the assessment format and expectations for all of your exams. If your exam is not listed, speak with your teacher to determine if the exam is an interview or performance which must be scheduled individually.

Coats, notes, papers, iPods, cameras, music players, purses and any other extraneous material are not permitted in the exam room. These items must be left in lockers during exams.

Cell phones and other technologies have the ability to compromise the integrity of an exam. Cell phones are to be off and stored. If a cell phone or smart phone is accessible during an exam a zero and/or other consequence may be incurred.

Students are to return textbooks on the last day of class or at the time their exam is being written, not on the exam review day. If any textbook that was assigned to you is lost or damaged, you will be required to reimburse the school before any new material can be loaned to you next semester.

Students should arrive completely prepared with pens, pencils, and all other necessary materials. Extra pens and pencils are highly recommended.

Students are responsible for arriving punctually for each exam. Students who arrive late within 10 minutes after the start of an exam will proceed directly to the exam with no extra time allowed. Students who arrive latter than 10 minutes must report directly to the office where the reason for the lateness will be reviewed and a course of action will be determined.

Talking, or any suggestion of cheating during the exam, may result in a mark of zero for that exam. Students must not leave their seats during an exam. Any requests must be made by raising a hand to get the attention of the supervising teacher.

Students will sign an attendance list signifying their presence during the exam. Students must remain in the classroom for the entire length of the exam. At the end of the exam students are to quickly and quietly leave the building unless they have an appointment with a teacher or they are studying in the Library/Cafetorium.

No food will be served in the cafeteria during exams.

Inclement Weather

In the event that the School Board declares a "Snow Day" during one of the exam days, due to inclement weather, the cancelled exams will be rescheduled to **Thursday, February 1, 9:30 a.m.** Our Exam Review Day/Semester Start Day will then be on **Monday, February 5th**, during which time there will be a modified schedule to accommodate for the exam review time and the new semester classes. These exams will take place in the rooms assigned on the Exam Schedule. **Students are expected to write their exams at all scheduled and rescheduled times and are required to attend Exam Review day as it is an instructional day.** Do not schedule absences or appointments during the exam period. Please listen to the local radio stations for Snow Day cancellation reports.

Examinations

January 25, 26, 29, 30, 31

Exam Review Day

Thursday, February 1, 2018

Period 1 8:05 - 8:35

Period 2 8:40 - 9:10

Period 3 9:15 - 9:45

Period 4 9:50 - 10:20

Period 5 10:25 - 10:55

Teachers available for individual student appointment
12:00 - 2:45

Professional Activity Day

Friday, February 2, 2018

Semester 2 Begins

Monday, February 5, 2018

