

NEWMARKET HIGH SCHOOL

FINAL EXAMINATION SCHEDULE AND INSTRUCTIONS – JANUARY 2024

EXAM PROCEDURES

Attendance

- Parents must notify the school immediately (905) 895-5159 if a student will be missing an exam due to serious illness. A doctor's certificate will be required on the day of the exam. Failure to provide a suitable certificate will normally result in a mark of zero. The school may verify information on medical certificates and statements.
- ***Vacation time, employment and appointments must not be planned during the scheduled exam period. All exams must be written at the scheduled time and place.***
- Students who arrive within the first ten (10) minutes of an examination will proceed directly to the exam room. Students who arrive more than ten (10) minutes late must report to the main office and will be escorted to the exam room; **they will be given only the time remaining on the examination in progress.** Under no circumstances will a student be allowed to begin to write an exam from which other students have already been dismissed.

WHEN YOU COME TO SCHOOL FOR YOUR EXAM

- The Library Resource Centre will be open from 8:05 a.m. – 2:05 p.m. for quiet study.
- Beginning on Thursday, January 25th, 2024 the servery/cafeteria will be closed.

THE EXAM ROOM

- Arrive at the exam room at least 10 minutes before the start of the exam.
- School bags, backpacks, jackets, coats, pencil cases, notes, notebooks, cellular technology, food or drinks are not allowed at the examination desk. These items must be left at the front of the examination room. Please ensure that cell phones are turned off and in backpacks at the front of the room OR leave them at home.
- Paper is provided for the exam. Students must provide all necessary equipment such as pens, pencils, mathematical sets, calculators, rulers and erasers. An extra pen or pencil is recommended.
- Teachers will direct students on the use of pocket calculators during the examinations.
- Students with an IEP will be provided with the customary accommodations which they have received throughout the semester.
- **Students with an IEP who are entitled to additional time, can write their exam in room 227 or 228 after reviewing accommodations with their SERTs. Some students with IEP may decide to stay in their regular classrooms.**

Textbooks

- Textbooks will be collected as you enter the examination room.
- If you do not have your textbook with you in the examination room, please return it after your exam to your teacher, in person; do not assume that your teacher will find it if you leave it in a classroom.
- If you have lost your textbook, you must pay for it in the Main Office. Your teacher will inform you of the replacement cost.

WHEN YOU GET YOUR EXAM

- Ensure that you have the correct number of exam pages.
- Write your name on each exam page and each separate answer sheet.
- Note the duration of the exam, and plan your time wisely.
- Remain seated during the exam; indicate a question or request for foolscap paper by raising your hand.
- Students will sign an attendance list during each examination.
- Washroom privileges during the exam are **on an emergency basis** and only with a teacher escort.
- Talking or communicating in any manner with any other student during the exam, or during the collection of the exams, is considered to be cheating, and you will normally receive a mark of zero for that exam.
- **As a reminder, students with an IEP who are entitled to additional time, can write their exam in room 227 or 228.**

AT THE END OF YOUR EXAM

- Follow the instructions of your teacher regarding the collection of the exams.
- **Remain seated until all exams are collected.**
- Students may leave the room after the first hour of the exam. If they finish the exam earlier, they should remain seated for the hour and review their work quietly.
- Respect others who are writing exams and remain quiet in the exam room and while in the halls.

MARK REVIEW DAY IS Thursday, February 1, 2024

Period 1	Period 2	Period 3	Period 4	Period 5
8:05 a.m. to 8:42 a.m.	8:45 a.m. to 9:22 a.m.	9:25 a.m. to 10:02 a.m.	10:05 a.m. to 10:42 a.m.	10:45 a.m. to 11:22 a.m.

12:25 p.m. to 2:45 p.m. – Teachers are available for instruction, consultation, planning and Student Success meetings.

Friday, February 2, 2024 is a PA day.