

# NEWMARKET HIGH SCHOOL

## FINAL EXAMINATION SCHEDULE AND INSTRUCTIONS – JANUARY 2020

Thursday, January 23 8:30 a.m. Period 1 Exams	Friday, January 24 8:30 a.m. Period 2 Exams	Monday, January 27 8:30 a.m. Period 5 Exams	Tuesday, January 28 8:30 a.m. Period 3 Exams	Wednesday, January 29 8:30 a.m. Period 4 Exams
Exam: _____	Exam: _____	Exam: _____	Exam: _____	Exam: _____
Room: _____	Room: _____	Room: _____	Room: _____	Room: _____

### NOW THAT YOU HAVE SEEN YOUR EXAM SCHEDULE:

- On the table above:
  - **Highlight every date** for which you have an examination.
  - Fill in the information regarding your **exam** and **room** for all your exams.

School bus service will follow the regular schedule. In case of inclement weather, or any other emergency which necessitates the cancellation of an exam, the exams for that day will be written on Thursday, January 30, 2020. School closures and bus cancellation information are available through local radio stations at approximately 7:00 a.m.

### 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 23, 2020 the servery/cafeteria will be closed until the start of Semester 2.

#### 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.

#### 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 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.

#### 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 only in the last 30 minutes of the exam. If they finish the exam earlier, they should remain seated and review their work quietly.
- Respect others who are writing exams and remain quiet in the exam room and while in the halls.
- Students with an IEP who are entitled to additional time, will be escorted to a supervised area following the completion of the exam in order to receive additional time.

#### EXAM REVIEW DAY IS THURSDAY, JANUARY 30, 2020

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.**