

Richmond Green Secondary School Exam Schedule January 2023

LOCKERS & HALLWAYS

- Students have NO ACCESS TO LOCKERS during exam times, 10:00 am to 12 noon.
- Students cannot be in the hallways unless supervised by a teacher.

ATTENDANCE & PUNCTUALITY

Absence

- Students missing an examination due to severe illness, bereavement or court appearance must notify the school immediately (905-780-7858).
- Students must provide written documentation by the appropriate authority (i.e. illness requires a doctor's note) within 24 hours of the scheduled exam. Failure to produce verification will result in a final exam mark of zero. The school may verify information, medical certificates and other documents.
- Vacation time, employment, and appointments must NOT be planned during the scheduled exam period.* This has been communicated to students at the safe school assembly in September and result in an exam mark of 0.
- All exams must be written at the scheduled time and place.
- If there are any questions, please speak with Vice-Principal, Ms. Conlon

Late Arrival

- Students who arrive late to an exam must report to Exam Central, located in the main office.
- Following a discussion with a Vice Principal, a decision will be made regarding the completion of the exam.

TEXTBOOKS

- Textbooks will be collected as students enter the exam room. Students are to show their teacher the condition of your textbook in the last week of classes to ensure that it is being returned in the same condition it was lent to them.
- If the student has lost or damaged the textbook, a cheque payable to Richmond Green Secondary School must be submitted to replace the textbook. Students must show their teacher original receipt from the office.

EXAM FEEDBACK DAY – February 2, 2023

The Exam Feedback Day schedule is:

- Period 1 9:25 – 10:00
- Period 2 10:05 – 10:40
- Period 3 10:45 – 11:20
- Period 4 11:25 – 12:00

Please note:

- Individual appointments may be scheduled with your teachers in the afternoon.
- Buses run on regular schedule. If you want to leave after 12 noon, you must make your own arrangements to arrive home.

WHEN YOU COME TO SCHOOL FOR YOUR EXAMS:

- Written exams start at 10:00 am
- The library is designated for QUIET study only and the cafeteria is for GROUP study.
- Food will not be available from the cafeteria.
- School bus service will follow the regular schedule. If you want to leave immediately after your exam, you need to make your own arrangement to arrive home.

EXAM ROOM

- Arrive at the exam room at least 15 minutes before the start of the exam. (i.e. by 9:45 a.m.)
- Look after your personal needs before reaching the exam room (e.g., go to the washroom before your exam)
- School bags, coats, pencil cases, notes, notebooks, electronics, food or drinks are not allowed at the examination desk. These items must be left at the front of the exam room.
- Cell phones, iPods, electronic communication devices, etc. are NOT permitted at your desk, near your desk, nor on your person during the exam. Cell phones, etc. are not allowed to be used as calculators during the exam.
- For Digital Exams, check with your teacher the devices that are required for the exam.
- Paper is provided for the exam. The student must provide all necessary equipment such as pens, pencils, mathematical sets, rulers and erasers. An extra pen or pencil is recommended.
- If you have any questions regarding the above, speak with your teacher for clarification,

- Teachers will clarify with students on the use of calculators and/or dictionaries during the examinations.

DURING THE EXAM:

- Talking or communicating in any manner (e.g. gesturing, texting, etc.) with any other person during the exam or during the distribution or collection of the exam is considered cheating and you may receive a mark of zero for the exam. Consulting notes or other resources not specifically permitted for the exam is considered cheating. If you are in doubt, ask your teacher for clarification!

- Ensure that you have the correct number of exam pages. Write your name on each exam page and each separate answer sheet. Note the total time for the exam and plan your time wisely. Remain seated during the exam. If you have a question, raise your hand and the supervising teacher will respond accordingly.

- Students will sign an attendance list during each examination.

AT THE END OF YOUR EXAM:

- Students must remain in the exam room for the full time period for exams. For 2.0 hour exams, there is a one-time dismissal after 1.5 hours. Students who do not leave at that time must remain in the exam room for the full 2.0 hours.
- Follow the instructions of the supervising teacher regarding the collection of the exams. Remain seated and silent until all exams have been collected. Respect others who are writing exams and remain quiet in the exam room and in the halls.