



# RHHS Semester 1 Exam Guidelines - January 2017

## ALL EXAMS BEGIN AT 9 AM SHARP

<b>Thursday, January 26<sup>th</sup></b>	Period 1 Exams
<b>Friday, January 27<sup>th</sup></b>	Period 2 Exams
<b>Monday, January 30<sup>th</sup></b>	Period 4 Exams
<b>Tuesday, January 31<sup>th</sup></b>	Period 5 Exams
<b>Wednesday, February 1<sup>st</sup></b>	Period 3 Exams

### Before Exams

Check the examination schedule well in advance of the first day of exams. Highlight which exam you will write on each day as the order is different from your daily timetable. Also check the location and 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.

### 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 for 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 according to 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 that are required for study purposes are to be taken to the exam room where they will be collected from you.

### 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 on time 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 10 minutes late for the exam, report directly to the exam room. NO extra time will be given for the exams.
4. If you are more than 10 minutes late, report to the Main Office for further instructions.
5. Any indication 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 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.

### Inclement Weather

In the event of an official inclement weather day, the exams that were scheduled for that day will be rescheduled to Thursday, February 2, 2017 in the same time slot. All other exams will remain on their scheduled day.

### After Exams

For exams 1 ½ hours in length, all students MUST remain in the exam room for the first full hour. If the exam is 2 hours in length, then students MUST remain in the exam room for the first 1 ½ hours. 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.

### Exam Review Day – Thursday, February 2<sup>nd</sup>

Period 1 8:50 – 9:20 am

Period 2 9:25 – 9:55 am

Period 3 10:00 – 10:30 am

Period 4 10:35 – 11:05 am

Period 5 11:10 – 11:40 am

Lunch 11:45 am – 12:25 pm

Interviews by appointment 12:30 – 3:30 pm

**Good luck on your exams.**