

RHHS Examination Guidelines – June 2019
ALL EXAMS BEGIN AT 9 AM SHARP

Before Exams

Check the Examination Schedule well in advance of the first day of exams. Highlight which exam you will write on each day and 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.

Wednesday June 19	Period 1 exams
Thursday June 20	Period 2 exams
Friday June 21	Period 3 exams
Monday June 24	Period 4 exams
Tuesday June 25	Period 5 exams

Other Preparations

1. You need to come completely prepared with pens, pencils, and all other necessary materials.
2. Coats, notes, cell phones, smart watches, 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 in 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 from 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 material is loaned to you. Textbooks which are required for exam review 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 at least 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 suggestion 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, appointments, 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 you are absent from an exam for medical reasons, documentation is required. Severe illness or extreme emergencies (which must be supported by appropriate documentation) MUST be verified by an Administrator.

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 (if those areas are available as some exams are being written there) or leave the building. Students without exams or an appointment with a teacher are NOT to remain in the building.

Exam Review Day Schedule – Wednesday June 26, 2019

Period 1	8:50 - 9:20 a.m.
Period 2	9:25 – 9:55 a.m.
Period 3	10:00 - 10:30 a.m.
Period 4	10:35 - 11:05 a.m.
Period 5	11:10 - 11:40 a.m.
Lunch (Staff)	11:45 - 12:25 p.m.
Teacher Interviews (By Apmt)	12:30 - 3:30 p.m.

**Good luck
on your exams!**