

Stouffville District Secondary School Examination Guidelines for Students January 2020

Toward the end of each of your courses you will begin to complete the 30% Culminating Events. Many of your courses will also have an EXAM as a culminating activity. Each of your teachers will review where these exams occur on the schedule.

Check the January Final Exam Schedule

Carefully check the Exam Schedule found posted in your classroom or on the school website, and record your exams in your agenda or e-calendar.

Attendance/Punctuality

During the exam period students must be present for their exams only. If students are not scheduled to write an exam then students can be home studying.

All students are required to write their examinations at the scheduled time, date and place as indicated on the examination schedule. Students will be asked to sign an attendance sheet during each exam indicating their presence at the exam. On the day of the exam, arrive at least 15 minutes prior to the start of the exam and wait outside the assigned classroom for instructions. Do NOT arrive more than 30 minutes prior to the exam. Students arriving late for an exam will not be permitted any extra time at the conclusion of the exam, but will be admitted to the examination.

Missing a Final Evaluation or Culminating Activity

If you are absent for an examination you must provide a letter from a doctor that states "(Indicate your name) cannot write the exam on (Indicate date) at (Indicate time) due to (indicate reason)". If you miss an exam due to another reason, such as Bereavement or Court Appearance you must provide supporting documentation. As soon as you know you will be missing an exam, contact the school at (905) 640-1433 and speak to a principal/vice-principal. You may be required to write a makeup exam.

What to Bring to the Exam

- Your textbook if you have not already returned it
- Pens, pencils, erasers, etc. (bring extras)
- Non-programmable calculators (where permitted)
- Dictionary for ESL students where approved

What NOT to Bring to the Exam

Leave all bags, backpacks, coats, electronic devices at HOME or in your locker. You are not permitted to wear any head/earphones in the exam room. The only items to be brought to the exam room are those required to write your exam. There is to be NO SHARING of any equipment or materials during the exam.

Washrooms

Please ensure that you go to the washroom before the exam starts. If it is an emergency, then you will need to raise your hand and inform the supervising teacher who will contact the main office and arrange for an escort to the washroom.

Cheating

Talking or any suggestion of cheating during the exam may result in a mark of zero. Additional consequences may also be incurred. Students must not leave their seats during the exam. If you need to leave your seat, please put up your hand and ask your teacher before moving. Additional paper or clarification of instruction may be obtained by raising your hand to get the attention of the supervising teacher.

Inclement Weather

In the event of inclement weather (that leads to the cancellation of school buses), exams for that day will be moved to **Thursday, January 30, 2020**. Check the school's website or listen to announcements on the radio or TV for cancelled busses.

At the end of your exam

If you are finished writing your exam and there is still time left, use this opportunity to review your answers. Students are only allowed to leave the examination room at the 1.0-hour mark for 1.5 hour exams and the 1.5-hour mark for 2.0 hour exams. All students must remain in the exam room during the last 15 minutes of the exam. The supervising teacher(s) will dismiss the students, at the end of the time allotted for their exam. When dismissed, students must exit the school quietly. Please remember that some exams may still be in progress.

Cafeteria

The Servery will be closed during the exam period. The cafeteria will be available for quiet review before exams begin each morning.

Atrium

At the completion of the exam, students are not to loiter in the atrium as exams will be taking place in the adjoining classrooms and library. Quiet study will be permitted in the atrium for those students needing to remain in the building for their bus.

PREPARE FULLY and GOOD LUCK!