

## ***SDHS Student Guideline Information for Examinations***

### **Exam Days**

The examination period is June 20-28. Students are required to be in school only when they are writing a scheduled exam. Students who write an examination in the morning and do not have transportation home should report to the cafeteria or library study halls. You will not be allowed to hang around the hallways because scheduled performance exams and written exams will still be occurring.

### **Bussing**

Busses will pick up and drop off at usual school day times for exam days and exam review day. There will be no late busses available after June 16<sup>th</sup>.

### **Exam Review Day**

June 28 is an exam review day and classes will run at modified times (see exam schedule). This day is an opportunity for students to go over their final examination and culminating assessments with their classroom teacher.

### **PA Day**

June 29 and 30 are professional activity (PA) days and students are expected to not attend school.

### **Dismissal from Exams**

Students must remain in their exam room for at least the first hour of their exam. Teachers will dismiss students at the appropriate time.

If you are writing 1½ hour exams please remember when you finish to move quietly to the Library, Café or out of the building, respecting the rights of students who have not completed their exams. **Please bring all of your belongings to the exam with you as you will not be permitted to go to your locker until after the 2 hour time is finished.**

### **Check the Schedule Carefully**

It is the responsibility of each student to know his/her exam schedule. The day of your exam is dependent upon when you have the class as written on your timetable.

### **Arrival Time**

On the day of your exam arrive well before your exam begins. Room schedules will be posted outside the cafeteria and main office if you have forgotten the location. If you are more than 10 minutes late for your exam, report to the Main Office and you will be escorted to your exam room.

### **Textbooks**

Please make sure that you have any outstanding textbooks to return to the exam supervisor during the exam period. There is a replacement cost for any lost or damaged textbooks.

### **Absences**

The completion of some courses requires that examinations be written. Failure to write an exam will mean that a credit may be in jeopardy. Students may be excused from an exam only in the following circumstances:

- a) death in the family
- b) illness/injury when supported by a medical certificate
- c) court appearance with court notification

All require the authorization of the principal or vice-principal. Please see Ms. Mott or Mr. Gordon if circumstances prevent you from writing on your scheduled exam day.

### **What to Bring**

All necessary equipment such as pens, pencils, calculators, mathematical sets, rulers and erasers must be provided by students. Bring an extra pen. You may bring water bottles.

Books, bags, coats, etc., are to be placed at the front of the room before the examination begins, unless otherwise instructed by the presiding teacher.

**Cell phones and other electronic devices not prescribed by your academic program are not to be brought to the examination rooms.**

### **Washrooms**

Students may not leave their seats during an examination. If a student must use the washroom they will be escorted by a teacher. Students shall remain in the examination room until dismissed by the supervising teacher.

### **Talking or other communication**

Talking or any other suggestion of cheating may result in a mark of zero.

### **Elementary Schools**

During exams Sutton District High School students are not allowed to visit the area Elementary Schools without the permission of the Elementary School Principal.