

THORNHILL SECONDARY SCHOOL
General Instructions for Final Examinations
JANUARY 23 – JANUARY 29, 2020

NOW THAT YOU HAVE RECEIVED YOUR EXAM SCHEDULE - Highlight every course for which you have an examination.

EXAM PROCEDURES

1. **All exams/assessments must take place at the scheduled time and place.** Please do not schedule **vacation time, employment, and appointments during this week.** If you miss an exam/assessment you will receive a mark of zero.
2. **If you are ill** and unable to be present at the scheduled time and place, please have your parent call the school immediately (905-889-5453). A doctor's certificate is required for you to complete the assessment at another time; illness does not exempt you. The doctor's certificate should indicate that the student was unable to write the exam, to avoid an academic penalty.
3. **Inclement Weather:** If buses are cancelled on a day when exams are scheduled, all exams will be cancelled for that day. Those exams will be rescheduled for Thursday, January 30. Remaining exams will occur as originally scheduled.

EXAM DAYS

4. a) The Learning Commons will be open only for quiet study during examination days.
 b) There will be no cafeteria service on examination days.
5. a) Students are permitted to access their lockers during exam week, however no loitering is allowed in the hallways during exams.
 b) Students must arrive at the exam room at least 10 minutes before the exam is to begin. Room assignments are indicated overleaf and will be posted on the whiteboard in the main foyer on the day of each exam.
 c) Students must not take phones, books, coats, notes or papers to their exam desk. These should be left in the student's locker or at the front of the examination room.
 d) Paper is provided for the exam. Equipment such as pens, pencils, mathematical sets, rulers and erasers must be provided by the student. An extra pen or pencil is recommended.
 e) Students will be instructed by teachers regarding the use of pocket calculators and *any* other personal electronic devices (including cell phones, computers etc.) during the examinations.
6. Students who arrive late will be admitted into the examination room and will have **ONLY** the remaining scheduled time to complete their exam.
7. a) ***Textbooks will be collected in the examination room. Students must receive a textbook card in exchange for returning a textbook. Leaving the book in a classroom without receiving a textbook card does not constitute a returned book.***
 b) ***Students who do not bring their textbooks to the examination will need to meet with an administrator.***
 c) ***Each student is financially responsible for textbooks and outstanding school materials. Outstanding textbook issues must be resolved prior to the start of Second Semester. This includes returning or paying for missing items at the Main Office after the exams. If a student pays for a textbook which is later recovered, the student must present the textbook card or office receipt for a refund. Report cards and/or student schedules may be withheld until all texts are paid for/returned.***

DURING YOUR EXAM

8. Sign the attendance list at the start of each examination.
9. Ensure that you have the correct number of exam pages.
10. Write your name on each exam page, and each separate answer sheet.
11. Note the total time for the exam, and the weighting of the questions; plan your time accordingly.
12. Remain seated during the exam. Indicate a question or request for assistance to your supervising teacher by raising your hand. If you finish your exam early, take time to check over your work.
13. Washroom privileges during the exam are minimal and only with a staff escort.
14. During an exam/assessment, students may not communicate with other students.
15. Only the resources permitted by the teacher may be on the desk during the exam/assessment.
16. Academic dishonesty will result in a mark of zero on the exam.

AT THE END OF YOUR EXAM

17. Follow the instructions of the supervising teacher regarding the collection of the exams.
18. Remain seated until the exams have been collected.
19. Respect others taking exams and remain quiet both in the exam room and halls.
20. Students are expected to leave the school once they have been dismissed from an exam, unless they have a pre-arranged meeting with a staff member.

EXAM REVIEW & MARK CONFIRMATION DAY	
THURSDAY, JANUARY 30, 8:35 – 11:25 A.M.	
MODIFIED TIMETABLE	
Period 1	8:35 – 9:05
Period 2	9:10 – 9:40
Period 3	9:45 – 10:15
Period 4	10:20 – 10:50
Period 5	10:55 – 11:25