

# Memo



To: Students and Parents/Guardians  
From: Tommy Douglas S.S. Administration  
Date: *May 31<sup>st</sup>, 2017*  
Re: Examination Schedule

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In less than three weeks, Tommy Douglas students will begin to write their semester two examinations. The exam schedule is on the back of this page. Please note that for most students the exams are scheduled from *June 20<sup>th</sup> to June 23<sup>rd</sup> and begin at 8:30 a.m.* *Grade 12 students who have a period 4 examination, will be writing their exam on Monday June 19<sup>th</sup>.* For all other students, this is still a regularly scheduled school day and all students are expected to be in classes.

*June 26<sup>th</sup>* is a regularly scheduled school day. Exams will not occur on this day since it is a significant faith day as indicated in the Holiday and Observances Calendar 2016-2017 for YRDSB. *June 27<sup>th</sup>* is available for Performance Exams that are arranged with the teacher. *June 28<sup>th</sup>* is a modified day schedule for Exam Review. The schedule is on the reverse side. Please review the examination rules below, and determine the days on which your examinations are scheduled.

## TDSS Examination Rules

### Examination Schedule:

All students must write their examinations at the scheduled time. **Vacation, employment and/or appointments must not be scheduled during the examination period. Students must be available throughout the exam period in the event that the YRDSB reschedules exams due to inclement weather.**

It is the responsibility of each student to confirm scheduled examination time, length, date, and location with his/her course teachers.

If a student has a valid medical certificate detailing why he/she was unable to write the final examination on the assigned day, the school's administration will arrange for a re-write of the exam. The medical visit must be the same day as the absence.

Should any exam day be cancelled, all evaluations of that day will be re-scheduled on the Exam Review Day on *June 28<sup>th</sup>* or possibly another day during the exam period. In such an event, check the website or Twitter @ TDSS YRDSB to learn when postponed exams will be written.

### On the day of the examination:

1. Arrive at the assigned examination room by 8:20 a.m.
2. Bring any materials owed to the teacher (textbooks, novels, etc.) to the exam.
3. Leave all jackets, bags, books, pencil cases, carrying cases or covers for calculators, cell phones, and other electronic devices in your locker or at home as they are not allowed in the evaluation room. Exceptions are specific items that a teacher has instructed you to bring beyond the pen, pencil and eraser normally required.
4. When your examination is completed students are dismissed for the day. Buses will continue to follow their routes in the afternoon for those students who regularly use school bus transportation. Students who remain at the school are to use the Library as a study hall for independent quiet study. **Please note that the school does not provide cafeteria service during exams.**

### During the examination:

1. You must not talk or communicate with any student in the evaluation room once the evaluation has begun.
2. **You must remain in the evaluation room for the entire length of the exam.** Upon leaving, you must quickly and quietly get your belongings, and either go to the Library for quiet study or make your way home.
3. Any student cheating on an evaluation or trying to pass information on to another student will have their test paper immediately confiscated by the teacher and will be referred to administration who will determine appropriate actions.