

PIERRE ELLIOTT TRUDEAU HIGH SCHOOL EXAM GUIDELINES FOR STUDENTS

Check Your Exam Schedule

Make sure that you know the correct time and date for all of your exams. Highlight your exams. designated room at least 5 to 10 minutes before your exam begins. Include the date and time of your exams in your planner/agenda or Smartphone. Be at the designated room at least 5 to 10 minutes before your exam begins.

What to bring to your Exam

- Course TEXTBOOK(S), if uncollected by your subject teacher
- Extra pens, pencils, erasers, highlighters, etc.
- A non-programmable calculator is permitted. No graphing calculators are allowed.
- A paperback dictionary is permitted for MLL (ESL) students; no electronic dictionaries.
- Knapsacks/bags are permitted in the exam room, but must be left at the front of the room

Textbooks

If your textbook was not collected before the exam, take it to your exam. Leave the textbook on the desk during the exam. Your teacher will collect the textbook and compare it to the textbook card. If the number in the textbook matches the textbook card, the teacher will destroy the textbook card. If the numbers do not match, you will be expected to pay the replacement cost for the textbook. If the textbook is damaged, a charge will be applied.

Online Learning Day School Exams

Online Learning exams will be held for all students enrolled in Online Learning courses across the board at the same time on **June 13th** at 12:00 pm to 2:00 pm. Students who are writing an online exam should check in with Ms. Clifford (VP) in the main office by **June 6th** about the location where they will be writing the exam.

Missing an Exam or Culminating Activity

- Illness and extreme family emergencies are the only valid reasons for missing an exam.
- Family vacations or employment do not constitute a valid excuse

If you are absent for an examination for medical reasons, a doctor's letter must be provided within 24 hours of the exam. The doctor's letter must state that "(your name) cannot write the exam on (date) at (time) due to (reason). Contact the school at (905) 887-2216 and speak with Ms. Clifford (Vice Principal) to inform her that you will be missing your exam. Please note that your exam will be scheduled on an alternate day once you are feeling better.

Arrival Time

Arrive fifteen minutes prior to your exam. This will give you time to go to your locker, organize yourself, your supplies, and your thoughts. If you arrive late for an exam, report immediately to the Main Office.

Places to be Before and After Your Exams

Students are expected to leave the school 15 minutes after the completion of their exam. The Library will be open from 8:00 am to 11:00 am for individual study. Students may NOT stay in the halls or cafeteria while exams are being conducted. Please note the cafeteria servery will also be closed. Access to lockers will be limited to before and after the exam.

Washrooms

Students requiring a washroom break should notify their teacher by raising their hand. The supervising teacher will contact the Main Office. An escort will be arranged to take you to the washroom.

Cheating

The penalty for cheating on an exam is a mark of zero! Parental contact will be made. If you are suspected of cheating, the teacher will write on the exam the time you were caught. You will be allowed to finish the exam. At the end of the exam, the teacher will escort you and your exam materials to the Main Office where you will be seen by the Principal or one of the Vice Principals.

Leaving a Exam Early

You must remain in the examination room for the first hour. After the first hour and at the teachers' discretion, you may be dismissed. Leave the room quietly; do not disturb other students. You must leave the building promptly. A second opportunity to leave early will occur after an additional 15-minute period.

Monday June 17th

Monday June 17th is Eid al-Adha, a Diamond Day. No assessments will be held on this day.