

PIERRE ELLIOTT TRUDEAU HIGH SCHOOL

FINAL EXAMS GUIDELINES FOR STUDENTS

Check Your Final Exam Schedule

Make sure that you know the correct time and date for all of your Final Exams. Highlight your exams. 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 the Exam

- Course TEXTBOOK(S), if uncollected by 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 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. If materials are not returned, you will not receive your report card; timetables for the next school year will be withheld and no materials will be issued.

Missing a Final 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 to the Principal or one of the Vice Principals if you are aware that you will miss an exam.

Arrival Time

Arrive fifteen minutes prior to your Final 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 Your Exams

Students may NOT stay in the halls while Final Exams are being conducted. Groups may arrange for study space in the Library Seminar Rooms by speaking with a Librarian. The cafeteria will be available each day and every time slot for studying, eating, and conversation. Access to lockers will be limited to before and after the final exam.

Washrooms

You are not allowed to leave the exam room at any time during the exam. Be sure to go to the washroom before the exam. If it is an absolute emergency, raise your 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 Final 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 go to the cafeteria or the Library or leave the building promptly. A second opportunity to leave early will occur after an additional 15-minute period.