

EXAMINATION GUIDELINES FOR STUDENTS – JANUARY 2017

1. All exams must be written at the time and date scheduled. **SEE THE FULL EXAM SCHEDULE.**
2. **NO EXAMS WILL BE RESCHEDULED**
3. Any student who misses an exam due to extenuating circumstances (medical emergency, court appearance, bereavement) must provide proper documentation (medical certificate, court subpoena, death certificate). These students will be required to write a make-up exam or an alternate evaluation. Exams missed without proper documentation will receive a mark of zero.
4. In the event of a **FIRE ALARM**, leave all exam materials turned over, on your desk. Exit by the appropriate fire route. **DO NOT DISCUSS THE EXAM WITH OTHER STUDENTS.** Upon return, time will be adjusted accordingly.
5. Coats, notes, papers, purses, cell phones, iPods and any other extraneous material are not permitted in exam rooms. Coats must be left in lockers during exams. ELL students are permitted to bring a dictionary in print form **only** into the examination room. If you need extra time please bring the form to the main office signed by your subject teachers. The codes of behaviour, rules and safe schools policies of the school and board continue to be in effect during the exam period.
6. Textbooks are to be brought to the exam room for collection. Teachers will return book cards in exchange for the texts. Please keep these in a safe place as they are the only record of having returned the text.
7. Students will write exams with their subject classes as indicated on the schedule attached. Students are responsible for finding the assigned room for their exams and arriving at least 5 minutes prior to the start time. **Rooms are posted on the cafeteria windows each morning of exams.**
8. Students will be asked to initial an attendance sheet in each exam, signifying their presence in the exams. If a student arrives late he/she needs to report to Exam Central to have his/her attendance updated.
9. Each student is responsible for providing necessary equipment such as pens, pencils, highlighters, erasers, mathematics sets and rulers. A spare pen/pencil is highly recommended.
10. Talking or any suggestion of cheating during the exam could result in a mark of zero for the exam.
11. Students must not leave their seats during the exam. If they need more paper or a question clarified, they should raise a hand and wait for the supervising teacher to approach them.
12. Students may not leave the exam room until the end of the scheduled time, with the exception of the last half-hour of exam period. Students may not leave early from 1 hour exams.
13. The Library will be open during exam days from 8:45 to 9:45. Students are asked to use the Library for silent study only. The cafeteria will be open, but food will not be served.
14. Students with IEPs
Please check in with your SERT to make arrangements to use a computer, if it is listed in your permitted Accommodations on your IEP. If you require extra time for your exam and it is listed as an Accommodation on your IEP please speak to your SERT.

15. EXAM REVIEW DAY: check school website regularly for more information about Exam Feedback Day (Thursday, February 2nd). Students will follow a modified schedule:

Exam Feedback Day, Modified Class Schedule

Period 1- 1:00 – 1:25

Period 2- 1:30 – 1:55

Period 3- 2:00 – 2:25

Period 4- 2:30 – 2:55

Period 5-2:55 – 3:25 - Dismissal

- 16. INCLEMENT WEATHER CONDITIONS.** If road conditions force the cancellation of bus services, the following stations will be informed as early as possible and will broadcast pertinent information to the community. If York Region school buses are cancelled exams for that day will be moved to Thursday, February 2nd, at the same scheduled times. Should bad weather result in the cancellation of buses, the following radio/TV stations will be notified:

CJCL 590 AM
AM 640
NEWS 680 AM
CJBC 860 AM
CFRB 1010 AM
CHUM 1050 AM

JKX 89.9 FM
JACK 92.5 FM
CHAY 93.1 FM
CHIN 1540 AM
CJEZ 97.3 FM
CHFI 98.1 FM

Z103 103.5 FM
CHUM 104.5 FM
Q107 107.1 FM
95.9 FM
CBC 99.1 FM
CITY TV

100.7 FM
CKFM 99.9 FM
CKDX 88.5 FM
A Channel
CFTO
Global News