

## EXAMINATION GUIDELINES FOR STUDENTS - JUNE 2017

1. All exams must be written at the time and date scheduled. **SEE THE FULL EXAM SCHEDULE.**
2. 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.
3. 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.
4. 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. The codes of behaviour, rules and safe schools policies of the school and board continue to be in effect during the exam period.
5. Textbooks are to be brought to the exam room for collection. Teachers will return receipts in exchange for the texts. Please keep these in a safe place as they are the only record of having returned the text.
6. 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.**
7. 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.
8. 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.
9. Any suggestion of cheating during the exam (talking, papers, electronic devices) may result in a mark of zero for the exam.
10. Students must not leave their seats during the exam. If students have a require something, they should raise a hand and wait for the supervising teacher to approach them.
11. 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.
12. The Library will be open during exam days from 8:00 to 1:30. Students are asked to use the Library for **silent** study only. The cafeteria will be open, but food will not be served. **Beginning Tuesday, June 20, the cafeteria WILL BE CLOSED.**
13. **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, you will remain with your regular Subject Teacher for this Extra Time.
14. **EXAM FEEDBACK DAY: check school website regularly for more information about Exam Feedback Day. Students will follow a modified schedule:**  
Exam Feedback Day, Modified Class Schedule  
Period 1- 12:30 – 1:00  
Period 2- 1:05 – 1:35  
Period 3- 1:40 – 2:10  
Period 4-2:15 – 2:45  
Period 5-2:45 – 3:20 Dismissal
15. **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 Monday, June 27, 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	JKX 89.9 FM	Z103 103.5 FM	100.7 FM
AM 640	JACK 92.5 FM	CHUM 104.5 FM	CKFM 99.9 FM
NEWS 680 AM	CHAY 93.1 FM	Q107 107.1 FM	CKDX 88.5 FM
CJBC 860 AM	CHIN 1540 AM	95.9 FM	A Channel
CFRB 1010 AM	CJEZ 97.3 FM	CBC 99.1 FM	CFTO
CHUM 1050 AM	CHFI 98.1 FM	CITY TV	Global News