WOODBRIDGE COLLEGE
EXAM INFORMATION – JANUARY 2023

1. YOUR SCHEDULE
Complete the following table with your personal exam schedule:

Date	Period	Course	Exam Start Time	Room
Thursday, January 26th	Pr. 1		9:30 a.m.	
Friday, January 27th	Pr. 2		9:30 a.m.	
Monday, January 30th	Pr. 3		9:30 a.m.	
Tuesday, January 31st	Pr. 4		9:30 a.m.	
Wednesday, February 1st	All Grades/All Periods	Student Success – Credit Rescue Opportunities	By Appointment	

2. Thursday, February 2, 2023

Period	Timeframe
Period 1	8:55 a.m. – 9:37 a.m. (includes homeroom)
Period 2	9:42 a.m. – 10:19 a.m.
Period 3	10:24 a.m. – 11:01 a.m.
Period 4	11:06 a.m. – 11:43 a.m.
Lunch	11:43 a.m. – 12:45 p.m.
Afternoon	12:45 p.m. – 3:15 p.m. Teachers are available, by appointment, for individual consultation with students/parents/guardians.

3. ABSENCE
Illness, court appearance, and bereavement are the only accepted reasons for absence during exams. If you are unable to be present for an exam, you must provide documentation confirming your reason for absence. A court order must be presented prior to the writing of an exam so that alternate arrangements can be made. Medical certificates must be presented to the Vice-Principal as soon as possible, or at the latest, prior to the end of the exam week, so that exams may be rescheduled, and should be dated within a day of the exam.

4. LATE ARRIVAL
If you arrive up to 10 minutes late, you should go directly to your exam room. You will only be given the remaining time for the exam. If you arrive more than 10 minutes late, you should go to the Main Office to speak to the Vice-Principal.

5. EXAM WEEK
During exam week, you are required to be at school only when you are scheduled to write an exam. To see your teacher for extra help, you must book an appointment in advance. Students may study quietly in the library. Students are not permitted to be in the halls, or to go to their locker when exams are being written.

6. EXTRA HELP
Students seeking extra help must book an appointment with their teacher(s) in advance. As students are not permitted to be in the halls when exams are being written, appointments should be scheduled outside of exam hours. Students may seek support from Student Success throughout the exam block (Jan. 26th – Feb. 1st).

7. SEVERE WEATHER
Information regarding bus cancellations, inclement weather, and/ or school closures will be posted on the York Region District School Board website. If a Severe Weather Day occurs during the scheduled exam period of Jan. 26th to Jan. 31st, forcing the cancellation of all exams on a given day, the day for rescheduling those exams will be Thursday, February 2, 2023.

Severe Weather Day	
Occurrence	Timeframe
Exams	9:30 a.m. – 11:30 a.m.
Lunch	11:30 a.m. – 12:30 p.m.
Afternoon	12:30 a.m. – 3:15 p.m. Teachers are available, by appointment, for individual consultation with students/parents/guardians.

8. DURING AN EXAM
a) Textbooks to be returned should be placed on your desk.
b) Other books, jackets, bags, notebooks, *etc*. are not allowed in the exam room.
c) Electronic dictionaries, cell phones and other electronic devices are not to be used during an exam. Cell phones must be shut off and out of sight during exams.
d) Resources may not be shared with another student during an exam.
e) Students may not communicate with any other student once an exam has begun.
f) Students must remain in the exam room for the entire duration of the exam. If a student finishes early, they are encouraged to check their work in the time remaining.

9. EXTRA TIME
Students with an Individual Education Plan (IEP) and Multi-Language Learners (MLL) who have the accommodation of extra time, may complete their full exams with their teacher. Arrangements must be made in advance with the Special Education Resource Teacher (SERT) for any student with an IEP who wishes to write their exam in the provisions room; similarly, arrangements must be made in advance with ESL teachers should MLL students wish to write their exams in the provisions room.