

**ASSUMPTION CATHOLIC SECONDARY**

**GRADES 9 – 12 SEMESTER 1 - FINAL EXAM SCHEDULE**

**JANUARY 25 – JANUARY 31, 2024**

<b>THURSDAY JAN 25</b>	<b>FRIDAY JAN 26</b>	<b>MONDAY JAN 29</b>	<b>TUESDAY JAN 30</b>	<b>WEDNESDAY JAN 31</b>
<b>ALL PERIOD 1 CLASSES WRITE FINAL EXAMS</b>	<b>ALL PERIOD 2 CLASSES WRITE FINAL EXAMS</b>	<b>ALL PERIOD 3/4 CLASSES WRITE FINAL EXAMS</b>	<b>ALL PERIOD 5 CLASSES WRITE FINAL EXAMS</b>	<b>Conflict/ Rescheduling day</b>

**ALL EXAMS BEGIN AT 8:15 A.M.**

Grade 9 and 10 examinations are 1 ½ hours in length and Grade 11 and 12 examinations are 2 hours in length  
Parents are requested to schedule holiday and family events so as not to conflict with the final examination period.

# EXAMINATION PROCEDURES FOR STUDENTS

## TEXTBOOK/MATERIALS RETURN

- Students must return all textbooks and/or outstanding materials/money **PRIOR** to the examination.

## NOTES TO STUDENTS

- **EMERGENCY CLOSURE POLICY:** In an emergency situation, if buses are cancelled but the school is open, and/or the school is closed, then no exams will be written on that date and students will be notified on the local radio stations. Information relating to school closures may also be found on the HCDSB website at [www.hcdsb.org](http://www.hcdsb.org). Cancelled exams due to school closures, will be written on Wednesday, January 31, 2024 (Conflict/Rescheduling Day). This means that if the buses are cancelled on a Thursday, January 25, 2024, the Thursday exams will be written on Wednesday, January 31, 2024. If we have multiple school closures, please refer to our school web site for alternative exam dates.
- **Exam Review Day: Thursday, February 01, 2024** from 8:15 a.m. – 12:00 p.m. and 1:00 p.m. – 2:15 p.m. (**Common staff lunch - 12:00 p.m. - 1:00 p.m.**). Buses will run at regularly scheduled times.
- **PD day: Friday, February 2, 2024.**

## POLICY: STUDENTS MISSING EXAMINATIONS

- If a student is absent due to illness, the parents/guardians must phone the school by 8:00 a.m. on the day of the examination. A **medical certificate** may be required. **Examinations missed for any other reason not authorized by the school or not substantiated by a medical certificate may result in a mark of "0" assigned.**

## POLICY: STUDENTS

- **DRESS CODE:** Students must be in full uniform for the examination period. Students who are not in uniform will be sent to the office to speak with their Vice Principal prior to the exam.
- Students who are in the school but are not writing an examination **MUST** be in the Cafeteria or the Library. Students are not to be in the halls.
- Buses will arrive and depart at their regularly scheduled times.

## EXAMINATION PROTOCOL

- Students are responsible for being at the examination at the proper date and time.
- **All exams will be written in the regular classroom location** (the classroom where the class has been in session throughout the semester – unless otherwise specified).
- Students who arrive late for exams must report to the Attendance Secretary before proceeding to the examination room.
- **No electronic devices are permitted in the examination area. Students found with electronic devices during the exam will be sent to the Vice-Principal and may receive a mark of zero.**
- No materials other than those required are to be brought into the examination room.
- Students are to come to the examination room completely prepared. Students will not be permitted to borrow/share pens, pencils, calculators, etc. during examination. Talking is not permitted in the examination area.
- Cheating is a serious offense. Students caught cheating will be sent to the Vice-Principal. Cheating may result in a mark of "0".
- Students writing a 2-hour examination may leave after 1.5 hours. Students writing a 1.5 examination may leave after 1 hour.

**\*\*Students should begin to prepare for examinations NOW.  
Develop a reasonable study schedule and follow it\*\***

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