



BISHOP P.F. REDING CATHOLIC SECONDARY SCHOOL

EXAM SCHEDULE – SEMESTER 1, 2019 - 2020

GRADES 9-12

- Students will write their Periods 1, 2, 3, 4 and 5 exams in their regularly scheduled classrooms according to their timetable. Exams take place from January 23rd – January 29th and will commence at 8:30 a.m.

Thursday, January 23	Friday, January 24	Monday, January 27	Tuesday, January 28	Wednesday, January 29
All students writing an exam for a course scheduled for PERIOD 1 on their timetable.	All students writing an exam for a course scheduled for PERIOD 2 on their timetable.	All students writing an exam for a course scheduled for PERIOD 3 on their timetable.	All students writing an exam for a course scheduled for PERIOD 4 on their timetable.	All students writing an exam for a course scheduled for PERIOD 5 on their timetable.

- **Thursday, January 30th, 2020** is exam make-up day + snow day (if needed).
- **Friday, January 31st, 2020** is a P.A. Day. **No Students, No Buses.**
- **Monday February 3rd, 2020 (1st day of Sem. II)** is **EXAM REVIEW DAY** in the morning. Please see schedule:

Semester 1: (Exam Review)

Per 1: 8:05 am – 8:25 am
Per 2: 8:30 am – 8:45 am
Per 3: 8:50 am – 9:05 am
Per 4: 9:10 am – 9:25 am
Per 5: 9:30 am – 9:45 am

Semester 2: (1st day of Sem 2)

Per 1: 9:55 am – 10:50 am
Per 2: 10:55 am – 11:50 am
Per 3: 11:55 am – 12:50 pm
Per 4: 12:55 pm – 1:50 pm
Per 5: 1:55 pm – 2:50 pm

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2019-2020 EXAMINATION PROCEDURE Semester I

1. Students must be in full uniform as per the school dress code.
2. Buses will run on their normal schedule. There will be no early dismissal bus runs.
3. If a student is ill on a scheduled exam day, the student must provide a doctor's note. Please contact the Attendance office by 8:00 a.m. on the day of the exam. All missed exams will be written as arranged with the Vice-Principal.
4. Students who arrive late for an exam must report to the Attendance Office before proceeding to the examination room.
5. Students will be admitted to their classroom (Examination Room) 5 minutes prior to the start of the examination. **School bags and electronics will not be permitted into the examination room.**
6. Silence is to be maintained from the moment students enter the Examination Room. Please take your seat and begin writing your examination as directed by your classroom teacher/supervisor.
7. Your classroom/supervising teacher will provide all paper supplies required to write the exam. Students are expected to provide their own pens, pencils, erasers, ruler, calculator, etc.
8. All students writing examinations are expected to remain in the examination room for at least one hour. Students writing exams in a regular classroom who do not leave at the one-hour mark are asked to remain in the room until either the 1.5-hour or the 2-hour mark as appropriate. Students who are at school, but not writing an examination are expected to remain in the library for the entire examination period. No students are to be in the hallways during examination time.
9. If a student is found to be cheating during an exam, the incident will be reported to the Vice-Principal immediately and a mark of zero may be assigned.
10. Students are responsible for returning their assigned textbooks prior to writing the exam. No exam will be withheld; however, students with outstanding materials will be reported to the main office. If a textbook has been lost, students will be expected to compensate the school with a replacement fee.
11. Emergency School Closure Policy: If, for any reason (i.e. inclement weather), the school is closed for a day during the exam period, the exam will be written the next day and all subsequent exams will be shifted forward one day.