



CORPUS CHRISTI CATHOLIC SECONDARY SCHOOL

FINAL EXAM SCHEDULE - JANUARY 2020

Grades 9 and 10 Exam Times: 8:30 a.m. - 10:00 a.m. – 1 ½ hrs.

Grades 11 and 12 Exam Times: 8:30 a.m. - 10:30 a.m. – 2 hrs.

Thurs., Jan. 23rd	Fri., Jan. 24th	Mon., Jan. 27th	Tues., Jan. 28th	Wed., Jan. 29th
Students writing an exam for a course scheduled for PERIOD ONE on their timetable.	Students writing an exam for a course scheduled for PERIOD TWO on their timetable.	Students writing an exam for a course scheduled for PERIOD THREE on their timetable.	Students writing an exam for a course scheduled for PERIOD FOUR on their timetable.	Snow Date/Exam Cancellation OR students who have missed an exam due to an absence that has been approved. (e.g. Doctor's note)

PLEASE NOTE:

Students will write their Periods 1, 2, 3 and 4 exams in their regularly scheduled classrooms, according to their timetable. If there is a room change, your teachers will communicate to you where the exam will be written.

Students must be in full uniform to write their exams.

All exams will **start at 8:30 a.m. each day**. Exams range from 1½ hours for grades 9 and 10, to 2 hours for grades 11 and 12.

Thursday, January 30th is the Exam Review Day. Teachers are available to review exams in designated rooms from 8:15 a.m. – 2:20 p.m. Buses will run at regularly scheduled times.

MY EXAMS ARE:

Monday, Jan. 20	Tuesday, Jan. 21	Wednesday, Jan. 22	Thursday, Jan. 23	Friday, Jan. 24
REGULAR INSTRUCTION	REGULAR INSTRUCTION	REGULAR INSTRUCTION	PERIOD ONE EXAM Arrive to class by 8:20 a.m.	PERIOD TWO EXAM Arrive to class by 8:20 a.m.
Monday, Jan. 27	Tuesday, Jan. 28	Wednesday, Jan. 29	Thursday, Jan. 30	Friday, Jan. 31
PERIOD THREE EXAM Arrive to class by 8:20 a.m.	PERIOD FOUR EXAM Arrive to class by 8:20 a.m.	INCLEMENT WEATHER EXAM RESCHEDULE DATE	Exam Review Day Civvies Day	PA Day No Classes

Examination Protocol on Reverse...



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TEXTBOOK/MATERIALS RETURN

- Students must return all texts/materials issued by the teacher prior to the examination. Students who do not have the textbook/course materials or the money/cheque to pay for these school materials will be sent to the Vice-Principal prior to their examination starting.

INCLEMENT WEATHER/TRANSPORTATION CANCELLATIONS:

- **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, the board website (www.hcdsb.org) and Twitter (@HCSDSB). Exams will be written on the next school day and the remaining exam schedule will be moved back one day. This means if the buses are cancelled on a Tuesday, the Tuesday exams will be written on Wednesday, the Wednesday exams on Thursday, etc.

POLICY: STUDENTS MISSING EXAMINATIONS

- If a student is absent due to illness, the parents/guardians report the absence to the school by 8:00 a.m. on the day of the examination. A **medical certificate is required** by the end of the next school day. The examination will be rescheduled upon receipt of a doctor's certificate. **Examinations missed for any other reason not authorized by the school or not substantiated by a medical certificate may result in a mark of ZERO assigned.**

POLICY: STUDENTS

- **DRESS CODE:** The examination days are uniform days. **As per the usual policy for uniform or civvies days, HATS ARE NEVER WORN IN THE BUILDING.**
- Students who are in the school but are not writing an examination **MUST** be in the Cafeteria. Students are not to be in the halls during the examination period. The servery is closed during the exam period.
- **Exams begin at 8:30 a.m. – Students should arrive at their classroom by 8:20 a.m.**
- Buses will arrive and depart the school at the usual 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 advised.
- Students who arrive late for exams must report to the Attendance Secretary before proceeding to the examination room. No extra time will be allotted.
- **No electronic devices are permitted in the examination area. Students found with electronic devices during the exam will be sent to the Vice-Principals.**
- No materials other than those required are to be brought into the examination room.
- Students are to come to the examination room totally 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. If a student is caught cheating during an examination, or if a student is in possession of any material that could be used for cheating during the examination, the incident will be reported to the Vice-Principal and a mark of ZERO may be assigned.
- Students writing a 2-hour examination may leave after 1.5 hours. Students writing a 1.5-hour examination may leave after 1 hour.

SEMESTER TWO BEGINS ON MONDAY, FEBRUARY 3rd, 2020