



Corpus Christi Catholic Secondary School

Exam Schedule and Procedures

2022-2023 Semester 1

Thursday January 26 th 8:30 a.m.	Friday January 27 th 8:30 a.m.	Monday January 30 th 8:30 a.m.	Tuesday January 31 st 8:30 a.m.	Wednesday February 1 st 8:30 a.m.	Thursday February 2 nd 8:30 a.m.	Friday February 3 rd
Students write exam for their PERIOD ONE class*	Students write exam for their PERIOD TWO class*	Students write exam for their PERIOD THREE class*	Students write exam for their PERIOD FOUR class*	This day will be for exams that need to be rescheduled due to weather or approved absence (eg. Doctor's note)	Exam Review Day Teachers will be available for students to review exams and culminating tasks in designated rooms from 8:30 a.m. – 12 p.m. and 1 p.m. – 2 p.m.	PA DAY No Classes Semester 2 begins on Monday, February 6 th

* Students are not required to be in school on days they do not have an exam scheduled. For example, if your Period 3 class does not have an exam, you should not come to school on Monday, January 30th.

Exam Protocols

1. Students will write their Periods 1, 2, 3A or 3B and 4 exams in their regularly scheduled classrooms according to their timetable.
2. All exams will commence at 8:30 a.m. each day. Exam durations are 1 ½ hours or 2 hours.
3. Dress Code: Students will not be admitted into their Examination Rooms unless they are in full uniform.
4. School buses will be running regular times in the morning and afternoon during examinations. There will be no early dismissal bus runs.
5. Illness, substantiated by a doctor's note, is the ONLY legitimate excuse for missing an exam.
6. If you are going to be absent due to illness, your parent/guardian must phone the Attendance Office by 8:30 a.m. on the day of the exam and see a physician to get a doctor's note.
7. If a note is provided upon your return, your exam will be rescheduled. If a doctor's note is not received upon your return, a mark of zero will be assigned.
8. All missed exams will be written as arranged with the Vice-Principal (likely on Wednesday, February 1st) in a room specified by the Vice-Principal.
9. Students will be admitted to their classroom (Examination Room) 5 minutes prior to the start of the examination.
10. Students who arrive late for an exam MUST report to the Attendance Office before proceeding to the Examination Room. Extra time will not be permitted to complete the exam.
11. Silence is to be maintained from the moment you enter the Examination Room. Please take your seat and await instruction from your classroom teacher/supervisor.

12. Cell phones are not permitted in the Examination Room. Cell phones are to be left at home, or left inside of student's locker.
13. All paper supplies required to write the exam will be provided by your classroom/supervising teacher. **Students are expected to provide their own pens, pencils, erasers, ruler, calculator, etc. Pencil cases are not permitted in the examination room.**
14. If calculators are allowed during an exam, you MUST provide your own; borrowing will NOT be allowed. Instruction booklets pertaining to calculators are not allowed in the examinations room. Cell phones are not permitted to be used as calculators as per the above stated expectation of cell phones not entering the Examination Room.
15. Coats, purses, backpacks, gym bags, notes, electronics etc. are not permitted in the Examination Room. This includes smart watches (eg. Apple Watches)
16. Students are expected to remain in the Examination Room for at least one hour.
17. If a student requires the use of a washroom during their examination, they must wait for a staff member to escort them to and from the Examination Room.
18. Students are not to be in the hallways during examination time; upon exam completion, students should proceed to the atrium or cafeteria.
19. Cheating Policy: No phones or electronic devices are allowed in the exam room. If a student is caught cheating during an exam, or if a student is in possession of any material that could be used for cheating during an exam, the incident will be reported to the Vice-Principal immediately and a mark of ZERO will be assigned. A school consequence may also be assigned.
20. Textbook/Course Materials Return: Students are responsible for returning the textbook(s) issued to them and any outstanding money for textbooks/materials PRIOR to writing the exam. Students with missing materials will not be admitted into the Examination Room and will require speaking with a Vice-Principal instead.
21. EMERGENCY SCHOOL CLOSURE POLICY: If for any reason (eg. inclement weather) the school is closed for a day during the exam period, the remaining exam days will be shifted ahead one day (eg. if school is cancelled on Monday, January 30th, that exam will be written on Tuesday, January 31st)