



Corpus Christi Catholic Secondary School

Exam Schedule and Procedures

2023-2024 Semester 1

Monday January 22	Tuesday January 23	Wednesday January 24	Thursday January 25	Friday January 26
			PERIOD 1 EXAM	PERIOD 2 EXAM
Monday January 29	Tuesday January 30	Wednesday January 31	Thursday February 1	Friday February 2
PERIOD 3 EXAM	PERIOD 4 EXAM	Conflict / Rescheduling Day Exams that are rescheduled due to inclement weather, emergencies or approved absence (eg. Doctor's note)	Exam Review 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.	P.A. DAY No Classes Semester 2 begins on Monday, February 5, 2024

* All exams begin at 8:30 a.m.

* Students are not required to be in school on days they do not have an exam scheduled

Exam Protocols

1. Students will write their 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 for Grades 9 & 10, and 2 hours for Grades 11 & 12.
3. Dress Code: Full Uniform. Students will not be admitted into their Examination Rooms unless they are in full uniform.
4. School buses will be running at 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 doctor's note is provided your exam will be rescheduled. If a doctor's note is not provided, a mark of zero will be assigned.
8. All missed exams will be written as arranged with the Vice-Principal (likely Wednesday, January 31) in a room specified by the Vice-Principal.
9. Students will be admitted to their classroom (Examination Room) 15 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 found 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 first in order to be issued a slip. Note that this process may result in being late for the exam, and no extra time will be given.
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, that exam will be written on Tuesday and all other exams will be pushed forward one day as well).