



Corpus Christi Catholic Secondary School

Exam Schedule and Procedures

2023-2024 Semester 2

Monday June 17	Tuesday June 18	Wednesday June 19	Thursday June 20	Friday June 21
Grades 9 - 11 Class as usual Grade 12 PERIOD 4 EXAM	Grades 9 - 11 Class as usual Grade 12 PERIOD 3 EXAM	Grades 9 - 11 Class as usual Grade 12 PERIOD 2 EXAM	Grades 9 - 11 PERIOD 1 EXAM Grade 12 PERIOD 1 EXAM	Grades 9 - 11 PERIOD 2 EXAM Grade 12 Conflict / Rescheduling Day Exams that are rescheduled due to emergencies or approved absence (eg. Doctor's note)
Monday June 24	Tuesday June 25	Wednesday June 26	Thursday June 27	Friday June 28
Grades 9 - 11 PERIOD 3 EXAM Grade 12 Exam Review 1:30-2:30 pm	Grades 9 - 11 PERIOD 4 EXAM	Grades 9-11 Conflict / Rescheduling Day Exams that are rescheduled due to emergencies or approved absence (eg. Doctor's note)	Grades 9 - 11 Exam Review Teachers will be available for students to review exams and culminating tasks by the following schedule: Period 1 9:30 – 9:45 Period 2 9:50 – 10:05 Period 3 10:10 – 10:25 Period 4 10:30 – 10:45	P.A. DAY No Classes

* 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

* Grade 12 exams on Monday June 17, Tuesday June 18, and Wednesday June 19 will be written in the cafeteria

Exam Protocols

1. Students will write their exams in their regularly scheduled classrooms according to their timetable (with the exception of those writing in the cafeteria as noted above).
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. Please note that Grade 12 students will be given the opportunity to write their exams in civvies via uniform donations; more details and instructions will be provided in a separate communication.

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 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 Friday, June 21 for Grade 12 students, and Wednesday, June 26 for Grades 9-11 students) 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 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 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).