



# ST. IGNATIUS OF LOYOLA SECONDARY SCHOOL

## SEMESTER 1 - FINAL EXAM SCHEDULE

**JANUARY 25, 2024 – FEBRUARY 1, 2024**

THURSDAY JANUARY 25	FRIDAY JANUARY 26	MONDAY JANUARY 29	TUESDAY JANUARY 30	WEDNESDAY January 31	THURSDAY FEBRUARY 1
<b>PERIOD 1</b>	<b>PERIOD 2</b>	<b>PERIOD 3A/3B</b>	<b>PERIOD 4</b>	<b>Conflict/ Rescheduling Day</b>	<b>EXAM/CULMINATING REVIEW DAY*</b>  *Teachers will be available for students to review exams/culminatings in designated rooms from:  8:30 am – 12 noon & 1:00 pm to 2:25 pm
<b>CLASSES</b>	<b>CLASSES</b>	<b>CLASSES</b>	<b>CLASSES</b>		
<b>WRITE</b>	<b>WRITE</b>	<b>WRITE</b>	<b>WRITE</b>		
<b>FINAL EXAMS</b>	<b>FINAL EXAMS</b>	<b>FINAL EXAMS</b>	<b>FINAL EXAMS</b>		

**Note:** Not all courses have formal exams during the examination schedule. Students will be informed by their classroom teacher.

- All exams begin at **9:00 A.M.** Locations will be posted in the atrium. Most exams will be written in the student’s regular classroom for the period. Some rooms are not suitable for written exams. The classroom teacher will inform their students of a classroom change.
- Grade 9 & 10 Exams are 1 ½ hours in length; Grade 11 & 12 Exams are 2 hours in length.

**Parents are requested to schedule holidays and family events so as not to conflict with the final exam period - January 25 through to February 1, 2024.**



# EXAMINATION PROCEDURES FOR STUDENTS

## TEXTBOOK 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 WHO HAVE NOT RETURNED OUTSTANDING ITEMS MAY NOT BE ADMITTED TO THE EXAMINATION AREA AND WILL BE SENT TO THE VICE-PRINCIPALS.**

## EMERGENCY CLOSURE POLICY

If for any reason, i.e., inclement weather, the school is closed for a day, or if buses are cancelled during the exam period the remaining exam days will be shifted over one day (e.g. if school or buses are cancelled on Friday January 26th, that exam will be written on Monday January 29th and so on...)

## CONFLICTS

Any student with a conflict must report the conflict to Ms. Typer, Vice-Principal immediately. The deadline to do so is **Friday January 12th**. Special arrangements may be made under certain circumstances.

## POLICY- STUDENTS MISSING EXAMS

Illness, substantiated by a doctor's note, is the **ONLY** legitimate excuse for missing an exam. If a student is absent due to illness, the parent/guardian must phone the Attendance Office by 8:30 a.m. on the day of the examination and see a physician to get a doctor's note. If a note is provided upon your return, your exam will be re-scheduled. **Absences not substantiated by a medical certificate or not authorized by the school may result in a mark of "0"**. All missed exams will be written as arranged with the Vice-Principal (likely on Wednesday, January 31, 2024 in a room specified by the Vice-Principal).

## DRESS CODE

The 2023/2024 examination days are **uniform** days.

## EXAMINATION PROTOCOL

- Students who are not scheduled to write an examination are not required to be in school.
- Students are responsible for being at the examination at the proper time and date.
- Students who arrive late for an exam **MUST** report to the Attendance Office before proceeding to the examination room. **Extra time may not be allowed to complete the exam.**
- Students will be admitted to their classroom (**Examination Room**) 5 minutes prior to the start of the examination.
- All paper supplies required to write the examination will be provided by the classroom/supervising teacher. Students are expected to bring their own pens, pencils, erasers, rulers, calculators, etc. **These items cannot be borrowed from other students during the exam.** Instruction booklets pertaining to calculators are **not allowed** in the examination room.
- Coats, notes, purses, gym bags, books, electronics, pencil cases, etc... are **not** allowed in the examination rooms. Leave these items in your lockers.
- **Personal electronic devices are banned from all examination rooms.** The use of any device (smart phones and watches, iPhones, ear buds, iPads, etc.) that interferes with or disrupts any examination will result in the student being removed from the examination room. **This may result in a mark of "0" and/or a suspension.** Leave these items locked in your locker.
- **Silence is to be maintained from the moment you enter the Examination Room.** Please take your seat and begin writing your examination as directed by your classroom teacher/supervisor.
- Once the exam is in progress, no students will be allowed to leave the room unless accompanied by a teacher.
- **Cheating Policy:** No phones, smartwatches 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** may be assigned.
- **Buses:** (January 25<sup>th</sup> – February 1<sup>st</sup> inclusive), buses will run on their normal schedule. **There will be no early dismissal bus runs.**

*\*\*\*Students should begin to prepare for examinations NOW\*\*\**

*Develop a reasonable study schedule and follow it.*

**PREPARE + PLAN + ORGANIZE + STUDY = SUCCESS**