



EXAMINATION PROCEDURES FOR STUDENTS

TEXTBOOK RETURN

All textbooks and course materials will be collected from your desk at the beginning of the exam. Students **must return all texts/materials issued by your teacher**. Students who do not have the textbook/course materials or the cheque to pay for these school materials will be sent to the Vice-Principal. Parents will be contacted. Students who still have outstanding texts/materials after exams **will not be issued any textbooks/materials for Semester 2 courses** until all outstanding items are returned or payment has been received.

EMERGENCY CLOSURE POLICY

In an emergency situation, if buses are canceled 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. Information relating to school closures may also be found on the HCDSB website at www.hcdsb.org . Exams will be written **on the next school day** and the remaining exam schedule will be moved back one day. This means that if the buses are canceled on a Tuesday, the Tuesday exams will be written on Wednesday, the Wednesday exams on Thursday, etc.

CONFLICTS

Any student with a conflict must report the conflict to Mr. Ilczyszyn or Mrs. Morrow, Vice-Principal immediately. The deadline to do so is **Friday May 31, 2024** Special arrangements may be made under extenuating circumstances.

POLICY- STUDENTS MISSING EXAMS

If a student is absent due to illness, the parents/guardians must contact Mr. Ilczyszyn or Mrs. Morrow by 8:00 AM on the day of the exam . A medical note may be required. The examination will be rescheduled upon discussion with administration. **Absences not substantiated by a medical certificate or not authorized by the school may result in a mark of "0"**.

DRESS CODE

The 2023/2024 examination days are **regular uniform** days. Regular school uniforms are to be worn during the examination period. Students are allowed to wear civvies on Thursday June 27, Exam Review Day.

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 exams must report to the Attendance Office before proceeding to the examination room.
- All paper supplies required to write the examination will be supplied by the 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.
- Coats, notes, bags, 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, iPhones, 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"**. Leave these items locked in your locker.

- Once the exam is in progress, no students will be allowed to leave the room unless accompanied by a teacher.
- Cheating Policy: All instances of cheating are considered serious and will be reported to the Vice-Principal.
- Students writing a 2 hour exam may leave after 1.5 hours or must wait until the end of the 2 hour examination. Students writing a 1.5 hour exam may leave after 1 hour or must wait until the end of the 1.5 hour examination.
- Once finished their exam, students must either leave the building or report to the cafeteria. Students cannot wander the building as this will disturb exams in progress.
- School buses will pick up and drop off at their regularly scheduled times on exam days