

ST. THOMAS AQUINAS CATHOLIC SECONDARY

SEMESTER 1 – EXAM SCHEDULE 2019-2020

JANUARY 23 – JANUARY 29, 2020

THURSDAY JANUARY 23	FRIDAY JANUARY 24	MONDAY JANUARY 27	TUESDAY JANUARY 28	WEDNESDAY JANUARY 29
ALL PERIOD 1 CLASSES WRITE FINAL EXAMS	ALL PERIOD 2 CLASSES WRITE FINAL EXAMS	ALL PERIOD 3/4 CLASSES WRITE FINAL EXAMS	ALL PERIOD 5 CLASSES WRITE FINAL EXAMS	Conflict/ Rescheduling day

ALL EXAMS BEGIN AT 8:45 A.M.

Grade 9 and 10 examinations are 1 ½ hours in length and Grade 11 and 12 examinations are 2 hours in length

Parents are requested to schedule holiday and family events so as not to conflict with the final examination period. January 23 through to January 29.

EXAMINATION PROCEDURES FOR STUDENTS

TEXTBOOK/MATERIALS RETURN

- Students must return all textbooks and/or outstanding materials/money **PRIOR** to the examination.

NOTES TO STUDENTS

- **EMERGENCY CLOSURE POLICY:** In an emergency situation, if buses are cancelled, 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 cancelled on a Tuesday, the Tuesday exams will be written on Wednesday, the Wednesday exams on Thursday, etc...
- **Exam Review Day:** Thursday, January 30 from 8:25 a.m. – 12:00 p.m. and 1:00 p.m. – 2:27 p.m. Schedule and Teacher locations for the day will be shared at a later date. **(Common staff lunch - 12:00 p.m. - 1:00 p.m)**. Buses will run at regularly scheduled times.
- **PD day:** January 31, 2020.

POLICY: STUDENTS MISSING EXAMINATIONS

- If a student is absent due to illness, the parents/guardians must phone the school by 8:00 a.m. on the day of the examination. A **medical certificate** is required for any missed exams. **Examinations missed for any other reason not authorized by the school or not substantiated by a medical certificate will result in a mark of "0" assigned.**

POLICY: STUDENTS

- **DRESS CODE: THE EXAMINATION DAYS ARE REGULAR UNIFORM DAYS. (NEW POLICY)** As per the usual policy for uniform or civvies days, HATS ARE NEVER WORN IN THE BUILDING.
- Students who are in the school but are not writing an examination **MUST** be in the Cafeteria or the Library. Students are not to be in the halls.
- Buses will arrive at the school at the usual morning times. Exams begin at 8:45 a.m. Buses will leave the school at 2:35 p.m.

EXAMINATION PROTOCOL

- Students are responsible for being at the examination at the proper date and time.
- **All exams will be written in the regular classroom location** (the classroom where the class has been in session throughout the semester – unless otherwise specified).
- Students who arrive late for exams must report to the Attendance Secretary before proceeding to the examination room.
- **No electronic devices are permitted in the examination area. Students found with electronic devices during the exam will be sent to the Vice-Principal and may receive a mark of zero.**
- No materials other than those required are to be brought into the examination room.
- Students are to come to the examination room completely prepared. Students will not be permitted to borrow/share pens, pencils, calculators, etc. during examination. Talking is not permitted in the examination area.
- Cheating is a serious offense. Students caught cheating will be sent to the Vice-Principal. Cheating may result in a mark of "0" and possible suspension.
- Students writing a 2 hour examination may leave after 1.5 hours. Students writing a 1.5 examination may leave after 1 hour.

****Students should begin to prepare for examinations NOW.
Develop a reasonable study schedule and follow it****

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