



ST. THOMAS AQUINAS CATHOLIC SECONDARY SCHOOL

EXAM SCHEDULE JUNE 2023 – SEMESTER 2

GRADE 12 students will write their exams in the cafeteria or library. All exams will commence at 8:30 a.m. If a grade 11 student is in a grade 12 class, they will write the exam for that class during the grade 12 exam schedule for that period unless other arrangements are made with the VP. If a grade 12 student is in a grade 10/11 class, then they will write during the grade 12 exam schedule for that period.

Thursday, June 15	Friday, June 16	Monday, June 19	Tuesday, June 20
Grade 12 PERIOD ONE courses	Grade 12 PERIOD TWO courses	Grade 12 PERIOD THREE <u>OR</u> FOUR courses	Grade 12 PERIOD FIVE courses

GRADES 9-11

Students will write their exams in their regularly scheduled classrooms according to their timetable. Exams will commence at 8:30 a.m.

Thursday, June 22	Friday, June 23	Monday, June 26	Tuesday, June 27	Wednesday, June 28
Grade 9-11 PERIOD ONE courses	Grade 9-11 PERIOD TWO courses	Grade 9-11 PERIOD THREE <u>OR</u> FOUR courses	Grade 9-11 PERIOD FIVE courses	Students who have missed an exam due to an approved absence. (Doctor's note required) **TO WRITE AN EXAM ON THIS DAY YOU MUST HAVE APPROVAL FROM A VP**

- Exams will commence at 8:30 a.m. each day. Please arrive no later than 8:15 a.m. Exams are 1 ½ hours long for grades 9 and 10, and 2 hours long for grades 11 and 12.
- Thursday, June 29 is EXAM REVIEW DAY. Buses arrive and drop off at regular times.
- Friday, June 30, is a P.A. Day. No Buses.
- **DRESS CODE:** Students are expected to be in full uniform during exams.

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, where buses are cancelled but the school is open, and/or closed, no exams will be written on that date and parents/students will be notified via email. 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 forward 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 June 29, 2023, 8:30-11:45 a.m. Buses will run at regularly scheduled times.
- **PD day:** Friday, June 30, 2023. The school is not open to students.

POLICY: STUDENTS MISSING EXAMINATIONS

- If a student is absent due to illness, the parents/guardians must phone the Attendance Office by 8:00 a.m. on the day of the examination. A **medical certificate** may be required.

POLICY: STUDENTS

- **DRESS CODE:** Students are expected to be in full uniform during exams.
- 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 8:30 a.m. Buses will leave the school at 2:35 p.m.

EXAMINATION PROTOCOL

- Students are responsible for being at the examination on 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, this includes smart phones and watches. 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 examinations. Talking is not permitted in the examination area.
- Cheating is a serious offense. Students suspected of cheating will be sent to the Vice-Principal. Academic dishonesty may result in a mark of "0".
- 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****

Exam prep and exam writing skills are available on D2L: <https://hcdsb.elearningontario.ca/d2l/home/21268519>

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