

Student Exam Responsibilities - January 2012

1. **You** will be responsible for appearing at the proper time and place for your examinations and portfolio presentations.
2. You **must be** in the specified exam room **5 minutes before the exam** is scheduled to begin.
3. **All morning exams begin at 8:45 a.m., afternoon exams begin at 12:00 p.m.** Grade 9 and 10 exams are 1 to 1 ½ hours long. Grade 11 and 12 exams are 1 ½ to 2 ½ hours long.

~ My Exam Schedule ~

Course		Room
Monday, January 23	Period 4	
Tuesday, January 24	Period 1	
Wednesday, January 25	Period 2	
Thursday, January 26	Period 3	

4. In the event that an examination is missed:
 - a) Due to illness - a medical certificate will be required
 - b) Due to other reasons - unless prior approval by the Administration, an examination mark of "0" will be assigned.
Holidays, work, or sleeping in are not acceptable reasons for a missed exam.
5. Come to your exam with equipment to complete the exams. **Bring more than one pencil and pen** to ensure that your focus is on completion of the exam.
6. If a student is disruptive and is asked to leave, he/she will receive a mark of "0".
7. You **must not be** in the halls for any reason, while the exams are being written.
8. When possible, return all textbooks prior to your exam date directly to the Library. However, when textbooks are still needed you will return them directly to the teacher on your examination day.
9. **Do not bring coats, hats, bags or anything that is not necessary for writing your exam.**
10. When dismissed from the examination, you must leave the examination area promptly. Do not hang around the doors. If you are meeting friends after the exams, arrange a place to meet as they will be asked to leave if hanging around the examination area.
11. Regular bus schedules will continue through exam week.
12. Cafeteria services will not be available during exam week.
13. Check the exam schedule carefully. If you have an exam conflict, **you must speak to Mrs. Sargeant immediately but no later than Monday, January 16th** for arrangements to be made for you.
14. If school is cancelled due to bad weather, the timetable will be pushed back so exams will be written in the same order. e.g. If Wednesday is cancelled, then Wednesday's exams would be written on Thursday, and Thursday's exams written on Friday, etc.

The Library will be open for quiet study during the exam period.