

Final Exams - What All Students Need To Know

Exams run from June 22 - 28, 2023

June 29, 2023 is Exam Conflict Day

A. **STARTING TIMES:**

All students are responsible for being at school on the day and time of the scheduled final evaluation. Students must report to the examination room or gym 5 minutes before the start time of the exam. *Students who arrive late should report immediately to the main office.*

8:30 a.m. - Start of morning examination (doors open at 8:20 a.m.)

STUDENTS MAY NOT LEAVE UNTIL ONE HOUR AFTER THE EXAM HAS BEGUN.

B. **STUDENT RESPONSIBILITIES:**

1. Check the timetable and be at school in the examination room on time. If a student arrives late to an examination without a legitimate reason, the time remaining for the exam will not be extended.
2. Students absent from an examination will be considered legitimate under the following circumstances:
 - health reasons with a doctor's certificate
 - family emergency with parent / guardian note**Your parent must phone the school as soon as possible to report your absence.**

Expect to have your examination rescheduled to a different day in the conflict room.
3. If a student is absent without a legitimate reason he / she will lose the opportunity to write the exam. The final grade will be affected, possibly resulting in a failing grade.
4. Bring your own equipment, such as calculators, pencils, pens, rulers, etc.

YOU SHOULD NOT BE AT SCHOOL WHEN YOU NOT HAVE AN EXAM TO WRITE

C. **EXAMINATION AREA PROCEDURE:**

1. Arrive early outside your designated examination room.
2. Sit only in the assigned row and seat for your exam.
3. Do not talk in the examination room.
4. Bring textbooks to the exam room to be collected.
5. All students must remain a minimum of one hour for each examination. When they are finished, students must leave the exam corridor quietly and go to the Great Hall or Library.
6. Students are not allowed in the halls during examinations.
7. Students are **NOT** to bring ***any*** electronic devices (such as cell phones) into the exam area.

D. **STUDY TIME AND FREE TIME:**

The Great Hall is a supervised study area. Do not disturb other students.
The Library is a *quiet* study area. If you are in the school, you must be in study areas, unless you are writing an exam.

STUDENTS MAY NOT BE IN THE HALLS OR AT LOCKERS

E. **CONFLICTS / SPECIAL ACCOMMODATIONS:**

Exam Conflict – please see Ms. Sousa as soon as possible

Exams Accomodation – please see Mr. Severino as soon as possible

F. **ACADEMIC DISHONESTY:**

Cheating on an exam is a very serious offence. When a teacher finds evidence of cheating, or an attempt to cheat on an exam, this evidence will be reported to the Principal and the student's exam will not be marked. The final grade will be affected, possibly resulting in a failing grade.

G. **EMERGENCY/WEATHER CANCELLATION:**

In the event of an emergency or inclement weather, the exams scheduled on that day will be moved to the conflict day already scheduled. The remainder of the exam schedule will not change. If an emergency cancellation takes place, details will be announced over the radio and using School Messenger.

H. **MARK REVIEW DAY – _____**