

PROCEDURES FOR EXAMINATIONS

1. All examinations will be written in the gymnasium. Some Religion and English exams may be written in designated classrooms. Some provincial exams will be written electronically in the computer lab.
2. Students will be required to be in their homerooms at 8:30 am **before** the scheduled start of their morning exam and 12:30 pm **before** the start of their afternoon exam.
3. Approximately 25 minutes before the exam, the various grades/subject areas will be called to proceed to the gymnasium in total silence, in full uniform.
4. When they arrive at the entrance to the gymnasium, a teacher will direct them to their individual seats. There must be total silence in the gymnasium during seating procedures. Any student talking or distracting the proceedings will be sent out.
5. When all students are seated, the teacher in charge will begin the exam with a prayer.
6. The time of termination of the exam will be announced at the beginning of the exam.
7. The teacher in charge will give a five minute warning prior to the end of the exam. No students will be permitted to leave the exam room during the last 5 minutes of the exam.
8. When time is called, all students shall cease writing. The teacher in charge will then call out further instructions.
9. There will be total silence in the exam room at all times.
10. No Grade 8 or Grade 9 students may leave an exam until one hour has elapsed and no Grade 10, Grade 11 or Grade 12 students may leave the exam until one hour and 30 minutes have elapsed.
11. No food, gum, drinks or electronic devices are allowed in the gym.
12. Cell phones and personal music players are not allowed in the exam room-no exceptions (use of phones as calculator is not permitted.)
13. No cell phones to be brought into the gymnasium.

RESPONSIBILITIES OF THE STUDENT

1. You are at school by 8:25 am, in the morning and 12:25 pm in the afternoon.
2. You bring with you the required materials that you will need to complete an exam, i.e. pens, erasers, ruler, calculator, pencils etc. These materials must be in a see-through plastic bag.
3. You report to assigned room for attendance and proceed to the gym when called. **You must be in FULL SCHOOL UNIFORM including shoes and socks. Sweaters must be worn for January exams** but are optional for June exams.
4. You maintain absolute silence in the foyer and the gym.
5. You do not attempt to communicate with any other person during an exam.
6. You do not cast suspicion on yourself during an exam.
7. Students seen with a cell phone in an exam room will be sent out and may receive a zero for the exam being written.
8. Any breach of these responsibilities could result in a zero for the exam you are writing. There will be no appeal once a decision has been made.
9. You hand in all sheets of your answers according to the directions given.
10. If your exams are finished for the day, you must leave the school immediately.
11. Any student in the foyer or halls disturbing the exam will be sent back in to the exam room for the exam period. Any student loitering in the foyer or halls will be sent back to the exam room (gym) until all students are finished writing.
12. **ABSENCES:** Only in an extreme emergency will a student be allowed to write a missed exam. i.e.
 - (a) **Illness** – must be accompanied by a Doctor’s note
 - (b) **Major Family Trauma** – Parents must contact the school in either of the above, the school must be contacted before the exam is written. Rescheduling of exams will be at the discretion of the Administration, however, the student must report to the school office immediately upon their return to determine if and when he/she can write the exam.