

## Exam Guidelines

The following contains information/guidelines detailing how the school will run during the exam session. Please read these over carefully and discuss any questions you may have with your teachers.

1. **Know when and where all your exams are.** Schedules are posted in all classrooms and in the office. If you are unsure, ask your teacher.
2. **On days you do not have exams, you are not expected to attend school.** IF you have questions, teachers MAY be available to provide help in the AFTERNOONS. They will NOT be available in the mornings, as they will be supervising other exams.
3. **Bus service during the exam schedule runs as normal.** Your pick up and drop off times remain the same. Therefore if you come in to town on the bus in the morning, your return bus will not be leaving from the school until 3:05pm.
4. **You are not required to stay at school after your exam.** If you have no other alternatives, you must be either in the library or the cafeteria for study purposes, or in a teacher's classroom if you are asking for extra help. (Hanging out in the halls is not an option).
5. **Food services do NOT run during exams.** The cafeteria will be open for study purposes and to eat your lunch, but they will not be preparing or selling food.
6. **Textbooks** - Speak to your individual teachers regarding when and where they would like you to return your textbooks for their course. Remember, failure to return textbooks means you cannot be issued books for the next semester.
7. **Resource** - Students receiving special accommodations (scribe, reader, computer, etc) will be personally notified. All students whose IEP states they are entitled to extra time will receive this accommodation in the regular exam setting.
8. **Exam Delays** - In the event that buses are cancelled, or the school is closed, the exam schedule will be pushed back by one day. (Monday's schedule become Tuesday's schedule and so on). Listen to 1240 CJCS (on the AM dial) for details.
9. **If you are late, you need to call the office.** Report to the office upon arrival at the school. You will be admitted to your exam at the Principal's discretion. You probably will not be granted any extra time.
10. **Absences** - If you are going to be absent from an exam a parent MUST call the school giving the reason. They will need to talk to either the Principal or Vice Principal. Generally a doctor's certificate or other documentation is required to allow a re-write of the exam.

## **ON DAYS YOU WRITE AN EXAM**

- It is a good idea to arrive at the school at least 15 minutes prior to the start of your exam. This will allow you to put your belongings away in your locker and get to the room your exam will be written in.
- Be sure you have the materials required to write the exam and **NOTHING ELSE**. These materials should be listed by your teacher prior to the exam. You are expected to provide your own pens, pencils, calculators etc.
- It is best to bring the items to the exam room in a clear plastic baggy to avoid concerns over any writing that may be on pencil cases or binders.
- Do not bring notes in to the exam room unless your teacher has specifically stated that “cheat sheets” can be used.
- To avoid disturbing other exams, all students will be required to remain in their exam room for 90 minutes.
- Upon leaving the exam room you are expected to move quickly and **QUIETLY** to your locker to retrieve your belongings. Remember, there are other exams in session. You will be required to quickly leave the school, or proceed to the library or cafeteria.
- There is absolutely **NO TALKING** during the written exams. If you have a question, raise your hand and your teacher will come to you. Talking may be believed to be cheating.
- Cheating in any way is not tolerated. Several sanctions may be applied, including (but not limited to) a mark of zero being assigned to your exam.

**Good Luck on all your exams!**