

**INSTRUCTIONS FOR STUDENTS REGARDING FINAL IN-CLASS EVALUATIONS (January 21 to 23, 2020)
and
FORMAL EXAMS (January 24 to January 30, 2020)**

1. **All formal examinations begin at 9:15 a.m. in the class you regularly attend unless a room change has been requested (and students will be notified).** The library is closed during exams. The cafeteria will be closed for serving food.

After you have completed your exam, leave the hallways quietly. Exams are still in progress. Hallway monitors will ensure that you cannot return to the halls until all exams are completed.

Please check the exam schedule that has been posted throughout the school, online, and in classrooms.

2. Throughout the examination period, students are required to be at school only when scheduled to write an examination and are encouraged to arrange rides to or from home where only one exam is to be written on a particular day. Buses will run at regular times. Please adhere to the dress code in the class. Bring knapsacks and coats to class – but leave them at the front of class so students do not return to lockers, helping to avoid noise in hall.

Students are not to come to school if they do not have any exam scheduled for that day. If you do write an exam, try to arrange a ride home afterwards. Time is better spent at home where studying can be more productive.

3. Absence from a scheduled examination must be supported by proper documentation. Details regarding evaluation under these circumstances are available from subject teachers.
4. In the event of lateness for an examination, students are to report immediately to the office where appropriate arrangements will be made for writing. **Please report directly to the Vice-Principal - Mr Waito.**
5. In the event that a student is unable to write an examination for any reason, the student must contact the school immediately (705-457-2950).
6. During exam writing times, the Special Provisions area will be held in the Resource Room. Please see Ms. Backus for support in this process.
7. Students who remain in school during exams are to go to the cafeteria to study. Hallways are out of bounds.

TEXTBOOKS and LIBRARY BOOKS

Textbooks, library books and equipment are to be returned, replaced or paid for, at/or prior to your exam. Students will not be allowed to register next semester or receive their report card until this responsibility has been fulfilled.

Good luck on your exams. Preparation & study are the keys to success.

FORMAL IN-CLASS EXAMINATIONS (January 24 to 30)

1. All students are to be in class for 75 minutes. Please reduce hall movement to a minimum. Students will only be allowed out of the classroom for emergencies.
2. **Absenteeism**
In-class examinations are considered formal, final examinations. The same procedures apply, as would apply to formal exams.
 - If a student is absent without documentation, the course will be considered **incomplete**. The Principal must see these students.
 - If a student is ill, and brings a note from a parent supporting that fact, the teacher may award an estimated exam mark up to 60% of the value of an exam.
 - If a student brings a medical note, the teacher may award any mark, up to the full unlimited aggregate value of the exam.

ILLNESS DURING EXAMINATIONS:

- (a) If a student is ill one day and brings a note from the parents supporting the fact, the teacher may award an estimated exam mark up to 60% of the value of the exam.
- (b) If a dental or medical certificate verifies a student's illness, the teacher may award an unlimited aggregate standing.
- (c) Failure to write an examination other than the criteria stated in (a) or (b) above will mean the student has not completed the course. The Principal must see these students.

GOOD LUCK IN COMPLETING YOUR FINAL EXAMS!!