

**CORPUS CHRISTI
CATHOLIC SECONDARY SCHOOL
SEMESTER I EXAM SCHEDULE
JANUARY 2018**

Grade 9 & 10 – 9:00 a.m. - 10:30 a.m. – 1 ½ hrs. Grade 11 & 12 – 9:00 a.m. - 11:00 a.m. – 2 hrs.	
DATE	SUBJECT
Thur., Jan. 25	Students writing an exam for a course scheduled for PERIOD ONE (1) on their timetable.
Fri., Jan. 26	Students writing an exam for a course scheduled for PERIOD TWO (2) on their timetable.
STUDY WEEKEND	
Mon., Jan. 29	Students writing an exam for a course scheduled for PERIOD THREE (3) on their timetable.
Tues., Jan. 30	Students writing an exam for a course scheduled for PERIOD FOUR (4) on their timetable.
Wed., Jan. 31	SNOW DAY - Students who have missed an exam due to inclement weather or an absence that has been approved. (e.g. Doctor's note)
Thur., Feb. 1	EXAM REVIEW DAY – CIVVIES DAY
Fri., Feb. 2	P.A. DAY NO CLASSES

JANUARY 25-31 EXAMS

Students will write their Periods 1, 2, 3 and 4 exams in their regularly scheduled classrooms according to their timetable. Your teachers will communicate with you if there are any changes.

All exams will commence at 9:00 a.m. each day. Exams range from 1½ hours for Grades 9 and 10, to 2 hours for Grades 11 and 12.

Thursday, February 1 is Exam Review Day. Teachers are available to review exams in designated rooms from 8:15 a.m. – 2:20 p.m.

Thursday, February 1 is the LAST day that teachers will be available to meet with students.

Teachers will NOT be available on Friday, February 2.

MY EXAMS ARE:

Thur., Jan. 25	Fri., Jan. 26	Jan. 27 – 28 Study Weekend	Mon., Jan. 29
Tues., Jan. 30	Wed., Jan. 31 Snow Day – Exam Conflicts/ Make-up day	Thur., Feb. 1 Exam Review	Fri., Feb. 2 P.A. Day - No Classes

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EXAMINATION PROCEDURES AND PROTOCOL FOR STUDENTS

TEXTBOOK RETURN

All textbooks and course materials will be collected from your desk at the beginning of the exam. Students **must return all texts/materials issued by your teacher**. Students who do not have the textbook/course materials or the money/cheque to pay for these school materials will be sent to the Vice-Principal. Parents will be contacted. No extra time will be allotted due to this issue. Students who still have outstanding texts/materials after exams **will not be issued any textbooks/materials for Semester II courses** until all outstanding items are returned or payment has been received.

EMERGENCY CLOSURE POLICY

If buses are cancelled or the school is closed, students will be notified on the local radio stations. If this occurs, then those exams will be written **on the next school day** and the remaining exam schedule will be moved back one day. This means that if the buses are cancelled on a Thursday, the Thursday exams will be written on Friday, the Friday exams on Monday, etc...

POLICY- STUDENTS MISSING EXAMS

If a student is absent due to illness, the parents/guardians must phone the school by 8:30 a.m. on the day of the examination. A medical certificate is required by the end of the next school day. The examination will be rescheduled upon receipt of a doctor's certificate.

Absences not substantiated by a medical certificate or not authorized by the school will result in a mark of "0".

DRESS CODE

The examination days are civvies days. Our usual policy is in effect; proper attire is required. Tank tops/halter tops, midriff or crop tops, tight clothing and pajama-type clothing are **NOT ALLOWED**. As per our usual policy for uniform or civvies days, **HATS ARE NEVER WORN AT ANY TIME OF THE DAY IN THE BUILDING**. Students not dressed appropriately will be sent to the Vice-Principal.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices are banned from examination rooms. The use of any device (cell phones, ipods, etc. ...) that interferes with or disrupts any examination will result in the student being removed from the examination room. **This may result in a mark of "0" and/or a suspension/expulsion.**

EXAMINATION PROTOCOL

- All exams are to be written in your regularly scheduled classroom, according to your timetable.
- Students who are not scheduled to write an examination are not required to be in school. However, students who are in school and not writing an examination **MUST** be in the Cafeteria or Library.
- Students are responsible for being at the examination at the proper time and date.
- Students who arrive late for exams must report to the Attendance Office before proceeding to the examination room. No extra time will be allotted.
- All paper supplies required to write the examination will be supplied by the teacher. Students are expected to bring their own pens, pencils, erasers, rulers, etc...These items cannot be borrowed from other students during the exam.
- Coats, notes, purses, backpacks, etc... are not allowed in the examination rooms. Leave these items in your lockers.
- Once the exam is in progress, no students will be allowed to leave the room unless accompanied by a teacher.
- Cheating Policy: All instances of cheating are considered serious and will be reported to the Vice-Principal. Students in possession of material that could be used for cheating may receive a mark of "0" on the exam.
- Students writing a 2 hour exam may leave after 1.5 hours. Students writing a 1.5 hour exam may leave after 1 hour.
- Buses will run on their usual schedule during exams.

****Students should begin to prepare for examinations NOW***
Develop a reasonable study schedule and follow it.*

PREPARE! PLAN! ORGANIZE! STUDY!