

JANUARY 2019 FINAL EXAM SCHEDULE

MON, JAN 21	TUES, JAN 22	WED, JAN 23	THURS, JAN 24	FRI, JAN 25
REGULAR CLASS	REGULAR CLASS	REGULAR CLASS	PERIOD 1 CLASSES WRITE FINAL EXAMS IN REGULAR CLASSROOM (see times below)	PERIOD 2 CLASSES WRITE FINAL EXAMS IN REGULAR CLASSROOM (see times below)
MON, JAN 28	TUES, JAN 29	WED, JAN 30	THURS, JAN 31	FRI, FEB 1
PERIOD 3 CLASSES WRITE FINAL EXAMS IN REGULAR CLASSROOM (see times below)	PERIOD 4 CLASSES WRITE FINAL EXAMS IN REGULAR CLASSROOM (see times below)	CONFLICT/ INCLEMENT WEATHER RESCHEDULING DAY	EXAM REVIEW DAY/CIVVIES DAY TEACHERS AVAIL. IN DESIGNATED ROOMS (8:15 to 2:20)	SECONDARY P.A. DAY/ NO CLASSES TEACHERS UNAVAIL. TO MEET

GRADE 9 & 10 COURSES: 9:00 a.m. to 10:30 A.M. (1.5 HOURS)

GRADE 11 & 12 COURSES: 9:00 a.m. to 11:00 a.m. (2 HOURS)

MY EXAMS ARE (fill in the blank calendar squares below):

MON, JAN 21	TUES, JAN 22	WED, JAN 23	THURS, JAN 24	FRI, JAN 25
REGULAR CLASS	REGULAR CLASS	REGULAR CLASS		
MON, JAN 28	TUES, JAN 29	WED, JAN 30	THURS, JAN 31	FRI, FEB 1
		CONFLICT/ INCLEMENT WEATHER RESCHEDULING DAY	EXAM REVIEW DAY/CIVVIES DAY TEACHERS AVAIL. IN DESIGNATED ROOMS (8:15 to 2:20)	SECONDARY P.A. DAY/ NO CLASSES TEACHERS UNAVAIL. TO MEET

EXAMINATION PROCEDURES FOR STUDENTS

TEXTBOOK/MATERIALS RETURN

- Students must return all texts/materials issued by the teacher prior to the examination. 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.

NOTES TO STUDENTS

- **EMERGENCY CLOSURE POLICY:** In an emergency situation, if buses are cancelled but the school is open, and/or the school is closed, then no exams will be written on that date and students will be notified on the local radio stations. Information relating to school closures may also be found on the HCDSB website at www.hcdsb.org. 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 Tuesday, the Tuesday exams will be written on Wednesday, the Wednesday exams on Thursday, etc...

POLICY: STUDENTS MISSING EXAMINATIONS

- If a student is absent due to illness, the parents/guardians must phone the school by 8:00 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. **Examinations missed for any other reason not authorized by the school or not substantiated by a medical certificate may result in a mark of ZERO assigned.**

POLICY: STUDENTS

- **DRESS CODE:** The examination days are civvies days. Proper attire is required. Tank tops/halter tops/midriff or crop tops/torn or ripped jeans are **NOT ALLOWED. As per the usual policy for uniform or civvies days, HATS ARE NEVER WORN IN THE BUILDING.**
- Students who are in the school but are not writing an examination **MUST** be in the Cafeteria. Students are not to be in the halls during the examination period.
- Buses will arrive and depart the school at the usual times. **Exams begin at 9:00 a.m.**

EXAMINATION PROTOCOL

- Students are responsible for being at the examination at the proper date and time.
- **All exams will be written in the regular classroom location** (the classroom where the class has been in session throughout the semester) unless otherwise advised.
- Students who arrive late for exams must report to the Attendance Secretary before proceeding to the examination room. No extra time will be allotted.
- **No electronic devices are permitted in the examination area. Students found with electronic devices during the exam will be sent to the Vice-Principal.**
- No materials other than those required are to be brought into the examination room.
- Students are to come to the examination room totally prepared. Students will not be permitted to borrow/share pens, pencils, calculators, etc. during examination. Talking is not permitted in the examination area.
- Cheating is a serious offense. If a student is caught cheating during an examination, or if a student is in possession of any material that could be used for cheating during the examination, the incident will be reported to the Vice-Principal and a mark of ZERO may be assigned.
- Students writing a 2 hour examination may leave after 1.5 hours. Students writing a 1.5 hour examination may leave after 1 hour.