

## **PLEASE POST**

## **EXAMINATION TIMES**

### *Morning Exam*

9:00 Start time  
10:30 First Dismissal  
11:30 End time NO EXTENSIONS

### *Afternoon Exam*

12:30 Start Time  
2:00 First Dismissal  
3:00 End time NO EXTENSIONS

## **MISSED EXAMINATIONS**

All students are expected to write examinations as scheduled.

If a student is absent, the parent or guardian must phone the school **BEFORE** the examination is scheduled to be written.

The day the student returns to school, arrangements are to be made with the office to write the missed examination(s). Failure to do so could result in the student receiving no credit in the subject.

A medical certificate will be required if a student misses a final exam.

## **STUDY AREAS**

The Library and Corridors will be designated as SILENT areas during exams.

The Library will be available as a supervised study area. If students are in the building during exams but are not writing an exam, then they are to be in the Library or the Cafeteria.

K-9 classes will still be in session throughout the exam schedule so please limit travel in the building and be vigilant regarding noise levels.

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### **STORM POLICY IN RELATION TO EXAMINATIONS**

If school is delayed an hour, both examinations will be written on that day with a shortened lunch hour.

If school is cancelled for the day, the examinations that are to be written on that particular day will be written the following day. This means that the remainder of the exam schedule is moved forward one day.

If school is cancelled at noontime, the afternoon examinations will be written on the morning of the last examination day (Wednesday, February 1st).

### **ASSIGNMENT POLICY**

A student failing to pass in all major assignments in a subject area will receive an **INCOMPLETE** in that subject. All major assignments must be submitted by **Thursday, January 19<sup>th</sup>**. This includes any outstanding major assignments.

### **TEXTBOOK COLLECTION**

Textbooks should be collected just prior to the exam being written or immediately after the exam if textbooks are allowed during the examination. Subject teachers should ensure that they have an accurate list of lost texts during the examination period.