Exam Schedules are posted on the School WEB site, in each classroom, by the main office, outside guidance and in the school Atrium. See a Detailed Exam Schedule.

Reminder - All Exams will be scheduled as follows:

Period 1 – Tuesday, June 18th
9:30 am – 11:30 am
Period 2 – Wednesday, June 19th
9:30 am – 11:30 am
Period 3 – Thursday, June 20th
9:30 am – 11:30 am
Period 4 – Thursday, June 20th
1:00 pm – 3:00 pm
Period 5 – Friday, June 21st
9:30 am – 11:30 am

Before Exams

1. Check the examination schedule well in advance of the first day of examinations. Be sure that you are certain of the course code, and the day, time and location of each of your exams.

2. CONFLICTS: Exam conflicts should not occur due to the non common exam format. Writing 2 exams on 1 day is NOT a conflict. If there are other issues, students should have reported them, to the main office, PRIOR to the FINAL WEEK BEFORE EXAMS. An administrator will investigate any identified issue and determine the appropriate course of action. Students will be informed when a decision has been made.

3. Students will write exams with their subject classes and section. Exam schedules will be posted on the School WEB site as well as in each classroom, by the main office, outside guidance and in the school Atrium. Students are responsible for finding the assigned room for their examination. Please ask your teacher if you do not know the course number and/or section.

4. Exams vary in length and assessment practices. Note the length of the exam as indicated on the schedule. Discuss with your teacher the assessment format and expectations in advance of the exam day.

5. If you are a student who is entitled to extra time for an examination, please speak with your special education monitor or your ESL teacher.

Other Preparations

6. All necessary equipment such as pens, pencils, erasers, rulers, mathematical sets and calculators where permitted, must be provided by the student. A spare pen is highly recommended.

7. In event that an occurrence leads to the cancellation of school, we will follow the exam schedule for the following day and the missed exam day will be made up Monday June 24, 2013.

8. TEXTBOOKS: Subject teachers will collect all textbooks that are not required for study purposes during the week prior to the exam period. Text books which were required for study purposes are to be taken to the exam room where they will be collected from you. The condition of the textbook and the textbook number will be verified from the textbook receipts that you completed in each of your courses at the beginning of the semester. If any textbook that was assigned to you is lost or damaged, you will be required to reimburse the school before any new materials can be loaned to you or before you may receive your report card.

Arriving for Exams

9. BE EARLY: You are responsible for arriving punctually for each exam. It is advised that you report to the exam room 10 minutes before the beginning of the exam.

10. IF YOU ARE LATE: Students who arrive late must report to the main office to receive an admit slip. Students late within 15 minutes of the start of an exam will begin their exam when they arrive at their room with no extra time allowed. Students who arrive more than 15 minutes late will meet with a member of the administration or an exam supervisor to review the reason for the lateness and determine if additional time should be given for writing the exam. Students will not be allowed to write the exam if they arrive after the others have been dismissed from the exam room.

11. ABSENCE: All students are required to write their examinations in the place, at the scheduled time, and on the date indicated on the examination schedule. Students cannot be exempted from examinations for family holidays or employment. Students who miss an examination due to extenuating circumstances (medical emergency, court appearance, bereavement) must provide proper documentation (medical certificate, court subpoena, death certificate). These students may be required to write a make-up examination and must speak with an administrator. In the case of an unexcused absence, a zero may be assigned for the missed portion(s) of the assessment and used in the determination of the final grade.

During Exams

12. Cell phones, MP3 players and other electronic devices have the ability to compromise the integrity of an exam. They are to be off and to be stored in the student’s locker or their bags placed at the front of the room. If an electronic device is accessed during an exam a mark of zero and/or other consequences may be incurred.

13. Coats, notes, papers, purses and any other extraneous materials are not permitted in the exam room. Textbooks are to be brought into the exam room for collection by the department.

14. Students will sign an attendance sheet, signifying their presence in the exam. Students may leave the exam room only in the last 30 minutes of an exam. If a student completes the exam earlier, he/she is to quietly review the exam and remain seated.

15. Talking or any suggestion of cheating during the exam will result in a mark of zero for that exam. Additional consequences may also be incurred.

16. Students must not leave their seats during the exam. Additional paper or clarification of instruction may be obtained by raising a hand to get the attention of the supervising teacher.

PLEASE NOTE: Cafeteria will not be open for food

<table>
<thead>
<tr>
<th>Tues., JUNE 25 - Exam Feedback Day</th>
<th>Library Hours</th>
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<tbody>
<tr>
<td>Period 1 - 8:30 am – 8:55 am</td>
<td>Tuesday - Thursday, June 18th-20th - 8 am to 3pm</td>
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<tr>
<td>Period 2 - 9:00 am – 9:25 am</td>
<td>Friday, June 21st - 8am to 9:30 am</td>
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<tr>
<td>Period 3 - 9:30 am – 9:55 am</td>
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