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**Galt Collegiate Institute *Home of the Ghosts***  
**Exam Information For Students and Parents**  
**January 25 – January 31, 2019 inclusive (PA Day Feb. 1)**

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The exam schedule and this information are posted on the school's website: <http://gci.wrdsb.ca>.

**Final Evaluations** – 30% of the grade for all courses is based on a final (summative) evaluation. This evaluation may take the form of an examination, performance, essay, project and/or other method of evaluation suitable to the course content, or a combination of any of the above. The final evaluation is administered towards the end of the semester and/or during the exam period. The final evaluation provides an opportunity to the student to demonstrate comprehensive achievement of the overall expectations of the course.

**Attendance** - Exams begin at **9:00 am**. Students are encouraged to arrive early.

Students are required to be in school only when they have exams. Exams must be written on the day and at the time shown on the schedule.

In order to minimize disruption, students are expected to remain in the exam room for the first hour of an exam. During the exam period, students may access quiet study areas in the cafeteria (8 - 10 am). Cafeteria food service is unavailable during exams.

Students in Mr. Gfroerer's Life Skills class attend school during the exam period, as they normally do.

**Late Arrival to an Exam**

Less than 15 minutes late – Student reports to the exam room.

More than 15 minutes late - Student reports to the Main Office; exam is written in the conflict room.

Students arriving late but before the 1/2 point of the exam will be given the time remaining to write in the conflict room. Those arriving after the 1/2 point of the exam, but before the allocated time is over will be given 1/2 of the exam duration time.

**Absence from an Exam or Final Evaluation** - The school will not accommodate students who plan vacations during the exam period. If a student misses an exam due to illness, a medical note is required.

**Yellow School Buses** - All buses will arrive and depart at their regular times.

**In the Event of Severe Weather** - If any Waterloo Region District School Board yellow school buses are cancelled in any geographic area(s) of the Waterloo Region (Kitchener, Waterloo, Cambridge, North Dumfries, Wellesley, Wilmot, Woolwich Townships), there will be no exams written on that day at any secondary school. The exam schedules in all secondary schools will be postponed. February 1<sup>st</sup> is a PA day and will not be moved if a snow day occurs during the exam period since moving the PA Day has significant impact system wide. In the event of severe weather and cancellations, information will be posted on the school and board websites and communicated via local radio stations.

**Cell Phones, Electronic Devices and Calculators** - Students must leave all personal electronic devices at home or in their lockers; they are not permitted in the exam room. Where calculators are permitted for an exam, the calculator must be separate from the cell phone.

**Textbook Return** - All textbooks should be returned at the exam and to the supervising teacher. Replacement costs will be charged for lost or damaged texts.

**Support for Students** – Thursday January 24th is a “tutorial day” with a modified timetable to allow students to see teachers for extra help. In the final days of the semester, students are encouraged to use their MSIP wisely to complete final evaluations and/or prepare for exams. Students needing assistance should speak with their teacher. Students may also see Special Education, Student Success or Guidance staff for study strategies and exam preparation tips.