**Grand River Collegiate Institute**

**Final Evaluation and Exam Days**

**The Rules….**

**There is an expectation that students complete all parts of a course’s final evaluation**. Students who do not complete or write the final exam do not take advantage of the opportunity to provide recent evidence to verify or confirm their consistent level of performance, at the end of a course. If a student does not provide some significant evidence in the form of a final exam or final evaluation components (e.g. assignment, lab, presentation, performance task, etc.), it may result in him/her attaining a reduced grade and/or loss of credit based on the overall evidence as reflected in the term work and final evaluation components.

**MCj02955670000[1]Absences:** All final examinations must be written on the days and at the times shown on this evaluation schedule. **It is each student’s responsibility to be in the right place at the right time**. During the in-class evaluation days of January 21st-January 24th, students are expected to attend all classes. A medical certificate may be required if a student is absent and a final evaluation is scheduled. During the exam days of January 25th-31st, students are required to be in school only when they need to write an exam. If a student is absent for an exam, a medical certificate must be submitted by the last day of the exam cycle.

**Lates:** Plan to arrive 30 minutes before the exam to prepare and to return text books. If you arrive late, report to the Main Office. There may be a time penalty for late arrivals.

**Materials:** Students should leave books, coats, smart watches and electronic devices in their lockers. Only writing implements and other approved aids should be brought into the exam room. Calculators are allowed on all exams unless instructions at the top of the exam state otherwise (cell phones **MAY NOT** be used as calculators). If brought into the room, all handheld electronic devices must be powered off and stored out of sight for the duration of the exam. Any students found using unapproved examination aids will be referred to their VP for disciplinary measures.

**While in the Exam:** Students are not to remove any paper from the examination room. There is no talking during exams. Sit where instructed to by the exam supervisor and remain seated until all the papers are received and the teacher dismisses the class.

**Study Areas:** The Library will be open for quiet study during exams during regular library hours. Students who wish to talk, eat, or study in groups may use the cafeteria. **All other areas of the school are out of bounds.**

**Other Details...**

**TEXTBOOK RETURN**

Students will return textbooks to the relevant exam supervisor on the course exam day, or earlier, unless otherwise instructed. Settle any lost items or fines before the exam day.

Please attempt to pay for lost/damaged textbooks by February 4th. Come to the main office any time after courses have concluded to do so.

MCED00013_0000[1]

* School buses run on their regular schedule during the evaluation days and exam schedule.
* Listen to local radio and check the school board website at [wrdsb.ca](http://www.wrdsb.on.ca/) by 7:00 AM for any announced cancellations.
* Exams may be postponed for various reasons including inclement weather, bus cancellations, plant malfunctions, etc. Please do not plan events which require your student to be absent from school on exam days or on the days directly following the exam days as these will be the days in which the postponed exams will be re-scheduled.
* Should any WRDSB schools be closed, or any WRDSB school buses be cancelled during the January 25th – 31st Exam Schedule, the examinations will be postponed on that day and moved forward by one day. (Example: if a cancellation of a school or buses occurs on Friday, January 25th, those exams would be written on Monday, January 28th, meaning all exam days will be shifted.)
* **Please note**, the PA Day scheduled for Friday, February 1st **will not** be moved due to inclement weather cancellations.
* Any such changes will be communicated via the school’s website [grc.wrdsb.ca](http://grc.wrdsb.on.ca)

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**Report Cards** for semester one will be handed out on   
**Thursday, February 14th.**

