

# INFORMATION TO STUDENTS AND PARENTS

## REMINDERS BEFORE EXAMS:

1. If a student has two exams at the same time, then they need to complete an exam conflict sheet (available in the attendance office) and turn it into a vice-principal by Friday, January 13th
  2. Know where and when each of your exams are to be written
  3. Know exactly what materials you are allowed to bring into the exam
  4. **Cell phones may not be used as a calculator or in any other capacity during the exam**
    - Bring a calculator if you require or are permitted access to this type of device
  5. Hallways are out of bounds during the daily exam times (8:20 – 10:50 and 12:20 – 2:50) – be in the library or the cafeteria
  6. Library Returns:
    - all fines paid and books returned by Thursday, January 12<sup>th</sup>
  7. Cafeteria:
    - there will be no cafeteria service during exams
  8. Locker Clean-up:
    - during period one on Friday, January 20<sup>th</sup>
  9. Textbooks:
    - **all textbooks must be returned to the examination room before the start of each exam**
    - ***for this reason, all textbook issues must be resolved before Friday, January 27<sup>th</sup>***
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## DAY OF EXAM:

1. Students are expected to arrive 15 minutes prior to the start of their exam to return textbooks
2. ***A Returned Textbook Is an Admit Slip to the Exam!***
  - *if you do NOT have your textbook, you will be sent directly to your Vice-Principal before the start of your exam*
  - *this may result in a late entry to the exam*
3. All students are expected to write their exams at the scheduled time unless:
  - a student is ill, then:
    - i. a parent must contact the school on the day of the exam(s) **AND**
    - ii. a medical certificate from the doctor must be submitted to the school
  - there is a family emergency, then:
    - i. a parent must contact the school on the day of the exam(s)
  - alternative arrangements have been previously approved by the VP
4. A student arriving late for an exam must:
  - report to the Main Office **AND**
  - meet with a vice-principal **AND**
  - complete the exam in the time deemed appropriate by the Vice-Principal
5. Bus Cancellation:
  - if school transportation is impacted (cancelled) in any geographic areas of the WRDSB, the exam schedule in all secondary schools will be postponed by one day
  - if a 'snow day' occurs, all exams will be 'shifted' one school day (i.e. the exam schedule for Friday, January 27<sup>th</sup> would be shifted to Monday, January 30<sup>th</sup>)
  - the PA Day on Friday, February 3<sup>rd</sup>, will **not** be moved if a 'snow day' occurs leading up to this date
6. Exam Bus Schedule:

DATE	ARRIVAL	MID-DAY DEPARTURE (EAST &, WEST LOOPS)	DEPARTURE
Friday, January 27 to Thursday, February 2	8:00 a.m.	10:35 a.m.	2:40 p.m.

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## PRIOR TO END OF EXAM SCHEDULE:

1. Students are required to return any outstanding textbooks/debts to the school by Thursday, February 2<sup>nd</sup> at 12:00 noon.
  - failure to do this will result in the semester two timetable and semester one report card being withheld