

# Exam/Evaluation Days Information for Students/Parents/Guardians

## Exam/Evaluation Days

- Students must write exams according to the block on their timetable
  - Vacations, trips abroad and jobs (e.g. camp counsellor training) are not acceptable reasons for missing exams or final summatives
- Students may be invited by teachers to attend during the Exam/Evaluation Days to complete work required for the course. Students will be informed if they are required to attend
- Students are asked to be quiet in the hallways
- Students who do not have a scheduled exam or who have been invited by a teacher may be in the library or the cafeteria

## Preparing for Exams

- Make certain you know the date, time and location of each of your exams. **It is the responsibility of the student to be present at the required time as indicated on the exam timetable**
- Be prepared and know exactly what materials you are allowed to bring into the exam
- **Cell phones may not be used as a calculator or in any other capacity during the exam**
  - Bring a calculator if permitted

## Exam Writers

- Students are expected to arrive on time to their exam
- All students are expected to stay for 75 minutes. Students will have additional time if required.
- Students are to bring any textbooks/resources to their exam and hand it to the teacher
- All students are expected to write their exams at the scheduled time unless:
  - a student is ill, then:
    - a parent must contact the school on the day of the exam(s), **AND**
    - a medical certificate from the doctor must be submitted to the school
  - there is a family emergency, then:
    - a parent must contact the school on the day of the exam(s)
    - alternative arrangements have been previously approved by the VP
- A student arriving late for an exam must report to the Main Office
- Textbooks/Resources – **All textbooks/resources must be returned to your teacher on the last scheduled day of your class or your exam date if required for studying purposes.**

## Bus Schedule

- The busses will follow their normal schedules and routes during the Examination & Evaluation Days
- There will be no late busses

## Tips for Exam Writing

- Ensure you have a complete set of accurate notes
- Make sure you know the exam format (e.g. essay, multiple choice, short answer, etc.)
- Listen closely to the teacher's tips on what may be included on the exam
- Make a schedule, so you know what you will be reviewing each night and can cover all the material
- Review your notes. Start with the main points before you return to review the material in detail.
- Prepare study notes
- Ask your teacher for help well in advance of exam
- Get plenty of rest and eat well during exams
- Drink plenty of water. You are welcome to bring water to the exam room