



Galt Collegiate Institute *Home of the Ghosts*
Exam Information For Students and Parents
January 27 – February 2, 2017 inclusive (PA Day Feb. 3)

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

Final Evaluations

Thirty percent 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

Morning exams **begin at 8:30 am.** Afternoon exams **begin at 12 pm.** 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 times shown on the schedule. Students with special circumstances must see the Vice Principal responsible prior to the examination period. In order to minimize disruption, students are expected to remain in the exam room for the first hour of an exam. Opportunities to leave the test room will be provided to those who finish early every 30 minutes thereafter.

During the exam period, students may access quiet study areas in the cafeteria (8 - 10 am & 12 - 2 pm) and the library (8:05 am - 12 pm). Cafeteria food service is unavailable during exams.

Students in Ms. Hiscott'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 Office and the exam will be 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.

Exam Schedule Conflicts

Students with conflicts on their exam schedule should report to the Vice Principal responsible before Friday January 13th, 2017. A conflict occurs when two exams are scheduled on the same day and at the same time. Two exams on the same day do not constitute a conflict.

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 3rd 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

Students who do not return textbooks prior to their exam should bring them in to the office during exams. Replacement costs will be charged for lost or damaged texts.

Support for Students

Tuesday, January 26th will be 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.