

**KCI Examination Information**  
Exam Days: June 18 –24, 2015 inclusive  
PA Days: June 25 & 26th

**Final Evaluation**

Thirty percent (30%) of a grade will be based on a final summative evaluation administered at or towards the end of the course. This evaluation is based on evidence from one or a combination of the following: an examination, performance, essay, and/or another method of evaluation that is appropriate to the course content. The final evaluation provides an opportunity to the student to demonstrate comprehensive achievement of the overall expectations of the course.

**Attendance and Timing**

Students are required to be in school only during the time periods that they are actually writing exams and in general, should arrange to study at home.

Morning exams	8:15 am	Students report to the examination room to return textbooks.
	8:30 am	Examinations begin
Afternoon exams	11:45 am	Students report to the examination room to return textbooks.
	12:00 pm	Examinations begin

Exams must be written on the day and at the times shown on the schedule (see reverse). Students with special circumstances must see the Vice Principal responsible prior to the examination period. Students must remain in the examination room for the full amount of time allotted. No student will be permitted to leave early. Students will be dismissed after the exams have been collected.

**Absence from an Exam**

The only valid reasons for missing a scheduled examination are illness or a significant and verifiable life event e.g. bereavement. In the event of illness or injury, a parent or guardian must call the school the day of the exam to inform the school. Absences planned for the exam period must be discussed with the Vice Principal responsible and may impact a student's final course mark. The school will not accommodate students whose families plan vacations during the exam period.

**Exam Conflicts**

Students with conflicts on their exam schedule should report to the Vice Principal responsible before Friday June 5, 2015. A conflict means two examinations scheduled in the same time period. Two examinations on the same day is NOT a conflict.

**Arriving Late to an Exam**

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

More than 15 minutes - Student reports to the Attendance 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.

**Cellphones, Electronic devices and Calculators**

Students should leave cellphones and all other electronic devices at home or in their locker. Only pens, pencils, etc. may be brought into the exam room. Calculators may be used only if the examination instructions allow them. They must be a separate device from a cellphone.

**Support for Students**

Guidance counselors and administrators are available during the examination period. Classroom teachers and resource teachers are available at specified times. In the final days of the semester, students are strongly encouraged to use their MSIP wisely to complete final evaluations and/or prepare for exams. Students may also see Guidance, Special Education and Student Success staff for study strategies and exam preparation tips.

**Textbook / Library Book Returns**

Students must return textbooks and library books prior to their exam. Replacement costs will be charged for lost or damaged texts.

Students failing to return owed books, will meet with a Vice Principal to discuss reimbursement or recovery of the materials. Report cards or official school transcripts may be withheld until these obligations have been met.

**In the Event of Inclement Weather**

All school cancellation information will be posted on the KCI website <http://kci.wrdsb.ca/>, the WRDSB website and communicated via local radio stations. If any WRDSB buses are cancelled or secondary schools are closed in any geographic areas of the Waterloo Region (Kitchener, Waterloo, Baden, Elmira, Cambridge), the exam schedule in all secondary schools will be postponed.

**Life Skills Students**

Students in Mr. McGaire's and Ms. Steacey's classes attend school as they normally would during the exam period.