

# More Information About KCI Exams

## TEXTBOOK RETURN

- Students will return textbooks to the exam supervisor on the course exam day, or earlier, unless otherwise instructed.
- Settle any lost items or fines before the exam day.
- Students with textbook problems and students with outstanding debts and/or books owing to the library on exam days will be directed to report to the office and speak to a Vice-Principal.
- The last day of the semester is the deadline for paying for lost/damaged textbooks.

## School Bus Information

- School buses run at their regular times during the 5 day exam schedule.



## Final Evaluations



### From the Ministry of Education:

"30% of the grade will be based on a final evaluation, performance, essay and/or other method of evaluation suitable to the course content and administered near the end of the course."



Report cards for semester II 2016-2017 will be available for pick-up in the main office during the summer during the week of July 11<sup>th</sup> to 15<sup>th</sup> from 7:30 AM until 3:30 PM.

**Absences:** All final examinations must be written on the days and at the times shown on the evaluation days. **It is each student's responsibility to be in the right place at the right time.** During the exam week of June 22<sup>nd</sup> – June 28<sup>th</sup>, students are only required to be in school when they are scheduled for an exam. If a student is absent for an exam they will receive a mark of zero; medical notes or court documents are required if a student is unable to make an exam for these reasons only. Parents are to contact the main office and speak to the VP in charge of exams directly if they have such unique circumstances to discuss.

**Lates:** Students should arrive 15 minutes before the exam to prepare and to return texts. If they arrive late they should report to the Main Office. There may be a time penalty for late arrivals.

**Conflicts:** Students who have been scheduled to write two exams in the same time period will be notified by the VP in charge of exams who will discuss which exam will be written during another time period.

**Materials:** Students should leave books, coats, etc. in their lockers. Only pens, pencils etc., should be brought into the exam room. Calculators may be used only if the instructions on the exam so state. Students found in possession of unsanctioned examination aids are liable to receive a mark of zero on the examination. Cell phones should be left powered off and in student lockers or at home.

**While in the Exam:** Students are not to remove any paper from the examination room and are not permitted to talk during the exam. Students should sit in their assigned seats and remain seated until all the papers are received and the teacher dismisses the class.

**Dismissal Time:** Follow teacher instructions for any early dismissal time. Leave the school quietly and DO NOT go to lockers if exams are still being written in the area.

**Study Areas:** The Library will be open for quiet study for part of each day during exams. Students who wish to talk, eat or study in groups may use the cafeteria. Other areas of the school are out of bounds. Library computers may be accessible for part of the day during the exam week.

### Kitchener-Waterloo Collegiate and Vocational School

787 King St. W. Kitchener, ON N2G 1E3  
Phone: 519-745-6851  
Fax: 519-745-1549  
kci.wrdsb.ca

