

We Want You To Do Well

Writing Essay-Type Exams:

- First skim the whole exam and read the directions.
- Decide how much time should be allotted to each question, using the marking scheme as your approximate guide.
- Begin with the questions that you can answer most easily. It is important to get off to a good start.
- Locate key words in the question and answer accordingly. Key words are: *discuss, compare, explain, contrast, list, describe* and *outline*.
- Read questions several times to be absolutely sure that you understand what is asked.
- Organize your answers in the following way:
 1. Make a rough outline of the points to be included.
 2. Begin with a thesis or topic sentence that uses the key words of the question.
 3. Support statements with specific examples and detailed information.
 4. Conclude by very briefly summing up your answer.
- Always write an answer in paragraph form unless the question specifically calls for a list.
- Number your questions exactly as they are numbered on the examination paper. For example, do not change 2 to II or ii.
- If in answering a particular question you run out of time, leave a gap and return to it later if time permits.
- Leave enough time at the end to read over what you have written and to correct any mechanical errors (in spelling, punctuation, etc.)

Writing Objective Exams:

- When there are a large number of objective questions, do not rush through them in panic. Instead, determine how much time you can afford to spend on each question and pace yourself accordingly.
- Answer the easiest questions first then return to the ones you have left out.
- Guess at answers only if there is no penalty for guessing.
- Before looking at the possible answers to a multiple-choice question, try to form the answer in your mind and then look at the choices given.
- Do not change an answer that comes to mind first unless you are absolutely sure that it is wrong.

Exam Preparation suggestion:

If you would like assistance please make an appointment with your guidance counsellor who can suggest a tutor or any other additional support.

Mrs. Krawchyk surnames: A, G, I, J, L, M, Q, T, U, V, Y, Z
Mrs. Madge surnames: H, K, P, X
Miss Radocchia surnames: B, C, D, E, F, N, O, R, S, W

Final Evaluation and Exam Preparation:

Final exams are scheduled for Friday, January 27th through Thursday, February 2nd. During the exam **preparation** period, Tuesday, January 24th through to Thursday, January 26th, students will **not be tested in class** on courses with formal final exams, but will be expected to complete homework and review exercises to better prepare them for the formal exams.

In addition to final exams, intensive assessment and evaluation will be occurring during the weeks prior to the exam period. As stated in the Ministry Policy document, Ontario Curriculum: *Program Planning and Assessment*:

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

Efforts have been made to minimize the conflicts and coordinate the workload that students will be managing at the end of the semester. Students may still have several assignments, projects or tests due in a short time period. If they require assistance planning their schedules, they may seek help from their guidance counsellor or the Learning Assistance Centre.

Please ensure that your son or daughter is present for all exams and in-class evaluations. Please call the school at 621-5920 if your child is ill so that the classroom teachers can be notified of valid absences.

Important Exam Information

- EXAM DATES & TIMES:** Exams start at 8:30 a.m. All “A” block classes will write their exam on the 1st day, “B” block classes on the second day, etc. The exam period is Friday, January 27th – Thursday, February 2nd, 2017, inclusive. Make certain that you know the date and time for each examination that you are required to write. Failure to complete a final evaluation component may result in a reduced grade and/or failure based on the overall evidence as reflected in the term work and final evaluation components, with an emphasis on the consistent and most recent evidence. ***It is the responsibility of the student to be present at the required time as indicated on the timetable.*** Exam rooms will be listed on the whiteboard in the front hall on the day of the exam.
- ABSENTEEISM:** Students missing an exam due to an illness must have their parents contact the appropriate Vice-Principal to explain the medical reason for the absence. A **DOCTOR'S CERTIFICATE** will be required. Refer to page 12 of the “Student / Parent Handbook”.
- LATES:** Students late up to 10 minutes will go directly to the examination room without signing in at the main office. After 10 minutes, students must sign in at the main office and will be taken to the conflict room to write their exam. Students who are late less than one-third of the exam time will write in the conflict room and will finish at the same time as the regularly scheduled exam. Students who are late by more than one-third of the exam will write in the conflict room and will be given two-thirds of the exam time to write. (2/3 of 1 hr. exam = 40 minutes, 2/3 of 1 ½ hr. exam = 1 hr). Students must arrive before the end of the exam to be allowed to write the exam.
- SUPPLIES:** Student notebooks, coats, iPod, etc. should be left in lockers. Only pens, pencils, etc., may be brought to the exam room. Non-programmable calculators may be used unless specifically disallowed by the teacher setting the exam.
- LEAVING AN EXAM:** Grade 11 and 12 exams - students may leave an exam after the first hour, but **MAY NOT LEAVE during the last 5 minutes of an exam.** Students must remain seated at the end of an exam until the teacher has collected all papers. Grade 9 and 10 exams - students **MUST** remain for the entire exam period. If your examination ends at a time when others are still writing, you are expected to leave the school **quietly and directly.**
- LIBRARY:** The library will be open for **QUIET INDIVIDUAL** study from 8:00 a.m. – 2:25 p.m. on examination days. Students, who wish to talk, eat or study in groups may use the cafeteria. Please stay out of all other areas of the school. Computer use permitted only for assignment completion. Students must obtain permission of the library supervisor.
- CAFETERIA:** There is **NO food for sale** in the cafeteria during the examination days, January 27th to February 2nd inclusive.
- BUSES:** **During the examination period, morning buses will pick up students at the regular time. Buses will depart the school at 12:30 p.m. with the exception of bus Rte. 003 and 004, these two bus routes will depart the school at the regular departure times. Remember to carry your bus pass with you!**
- Note that there will be **NO Late Bus starting January 19, 2017** until the start of semester 2.
- MARK REVIEW:** Students who are *concerned* about their examination mark are to contact their teacher.
- FIRST DAY OF SEMESTER 2:** **Monday, February 6th will be a full day of school. Students will attend their Day 2, Semester 2 classes. The day will begin with 'A' block.** Students should report to the cafeteria first thing in the morning to find their new semester 2 homeroom and then proceed to that room. **Please note that Friday, February 3rd is a P.A. Day – there will be NO classes that day.**
- FINAL Report Cards:** Semester 1 Report Cards will be distributed on **Wednesday, February 15th, 2017.**

Textbook & Library Returns

LIBRARY MATERIALS: Unless special arrangements have been made with a member of the library staff, the final deadline for the return of library materials is **Friday, January 13, 2017**. All fines owing must also be paid by this date.

TEXTBOOKS: All textbooks **must be returned** before the start of each exam. Students are encouraged to clear textbook obligations prior to the exams. Students will be directed to the appropriate Vice-Principal if textbooks are not returned.

For this reason all textbook and library problems must be solved before Friday, January 13, 2017.

**Your Returned Textbook Is Your Admit Slip To The Exam!!
If you do NOT have your textbook
you will be sent directly to your Vice-Principal.**

CONSEQUENCES: For not returning textbooks, library materials or paying library fines will include the following:

- Students with outstanding textbooks / library debts must obtain clearance and entry to an exam through their Vice-Principal.
- Students with outstanding textbooks / library debts will not be admitted into semester 2 until all debts are cleared / or will **not have computer privileges** until their obligations are resolved.

OPEN BOOK EXAMS: Textbooks used for open book examinations will be collected by the supervising teacher in the exam room.

Severe Weather Bus Cancellations and/or School Closures

If school or buses are cancelled due to inclement weather on the day on which an examination is scheduled, the following procedure will be followed:

The exams scheduled to be written on the storm day will be written on the next school day, and all subsequent exams will be written one school day later. These changes will also result in a delayed start to semester 2.

For example: If the school is closed on Tuesday, January 31st, Tuesday's exams will be bumped to Wednesday, February 1st, Wednesday's exams will be bumped to Thursday, February 2nd, Thursday's exams would be bumped to Monday, February 6th, and semester 2 will then begin on Tuesday, February 7th. **The P.A. Day would REMAIN on Friday, February 3rd.** Conflicts created by these re-schedules will be dealt with on an individual basis by the student's Vice-Principal. Any official school closings will be announced over the local radio before 7:00 a.m. and also be posted on the Waterloo Region District School Board website www.wrdsb.on.ca.

January 2017 Examination Schedule

Friday, January 27th – Thursday, February 2nd, 2017

Issued: December 8, 2016

	DAY 1 "A" Block Fri. Jan. 27 th	DAY 2 "B" BLOCK Mon. Jan. 30 th	DAY 3 "C" BLOCK Tues. Jan. 31 st	DAY 4 "D" BLOCK Wed. Feb. 1 st	DAY 5 Thurs. Feb. 2 nd
8:30 a.m.	FSF1DI-01 (1.0) SNC1DI-01		MPM1DI-01 SNC1DI-02	FSF1DI-02 (1.0) MPM1DI-02 SNC1PI-01	AMI1OI * AVI1OI *
	SNC2PI-01	CHC2DI-01 MPM2DI-01 SNC2PI-02	CHC2DI-02 CHC2PI-01 SNC2DI-01	CHC2DI-03 MPM2DI-02 SNC2DI-02	ADA2OI * AMG2OI *
	CLU3MI-01 SBI3UI-01 (2.0) SPH3UI-01 (2.0)	CHW3MI-01 MBF3CI-01 SBI3UI-02 (2.0)	SCH3UI-01 (2.0)	HSP3UI-01 MCR3UI-01 (2.0)	AMG3OI * GPP3OI *
	CIA4UI-01 (2.0) NDW4MI-01 SCH4UI-01 (2.5)	MDM4UI-01 (2.5) MHF4UI-01 (2.5) SCH4CI-01 (2.0)	BAT4MI-01 (2.0) CGW4UI-01 (2.0) MAP4CI-01 (2.0) MCT4CI-01 (2.0) MHF4UI-03 (2.5) PSK4UI-01 (2.5)	CLN4UI-01 (2.0) SBI4UI-01 (2.5) SPH4UI-01 (2.5) SES4UI-01 (2.0)	IDC4UX * XGLSSTSU1401-21* XGLSSTSU1401-51* XGLSSTSU1401-31*

* Indicates that evaluation is ongoing during examination period

All Exams Are 1 ½ Hours Unless Otherwise Noted ()