

We Want You To Do Well

Final Evaluation and Exam Preparation:

During the exam preparation period, **January 21-23**, students will not be tested in class but will be expected to complete homework and review exercises to better prepare them for their 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 (grades 9 & 10)*:

“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 (LAC – Room 128).

Review Exam Information with Teachers:

- Students are required to know the **date, time and location** of the exam.
- Students should determine which materials are needed to bring to the exam (pencil, eraser, pen, ruler, calculator, etc.)
- Teachers review the format of the exam with the students. Students should consider:
 - Short answer questions – type and how many?
 - Longer answer – type and how many?
 - Are there essay questions? If so, review the success criteria for the essay.
- Exam writing suggestions include:
 - 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.
 - Number the questions exactly as they are numbered on the examination paper. For example, do not change 2 to II or ii
 - Leave enough time at the end to read over what is written and to correct any errors including spelling or punctuation.

PARENTS: Please ensure that your son or daughter is present for all exams and in-class final evaluations.

Please call the school at 519-621-5920 if they are ill so that their classroom teacher can be notified of their valid absence.

** Medical notes are the only acceptable reason for missing an exam **

Southwood Secondary School – January 2020

Important Exam Information

EXAM DATES & TIMES:	The exam period is Friday, January 24 – Thursday, January 30. Exams start at 8:30 a.m. All “A” block classes will write their exam on the 1 st day, “B” block classes on the second day, etc. Make certain that you know the date and time for each examination that you are required to write. Students who completely miss an exam by misreading their timetable will be assigned a mark of zero for the examination. <i>It is the responsibility of the student to be present at the required time as indicated on the timetable.</i> Exam rooms will be listed on the WHITEBOARD in the front hall on the day of your exam.
ABSENTEEISM:	Medical issues are the only acceptable reason for missing an exam. Students who miss an exam due to illness <i>must</i> have their parents call to inform the school of the nature of the problem. A <u>DOCTOR'S CERTIFICATE</u> 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 Overflow Room to write their exam. Students are reminded that they must bring their textbook(s) to the main office. Students who are late less than one-third of the exam time will write in the Overflow 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 Overflow 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, cell phones, electronic devices, etc. should be left in lockers. Only pens, pencils, etc., may be brought to the exam room. Calculators may be used unless specifically disallowed by the teacher setting the exam.
LEAVING AN EXAM:	Grade 11 and 12 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 <u>MUST</u> remain for the entire exam period. If your examination ends at a time when others are still writing, students are expected to leave the school quietly and directly.
LIBRARY:	The library will be open for QUIET INDIVIDUAL study from 8:00 a.m. – 12:20 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 the permission of the library supervisor to use a computer. No books will circulate after the final due date of the semester.
CAFETERIA:	The seating area of the cafeteria will remain open and supervised throughout the examination period, however the will be NO FOOD SERVICE during the exam period.
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 routes 001, 003, 004 and 024. These three bus routes will depart the school at the regular departure times. Please remember to <u>carry your bus pass with you.</u>
LATE BUS:	The last day for the Late Bus in Semester 1 is Wednesday, January 8 . The Late Bus will resume on Monday, February 3.
COURSE CONCERNS / SUMMER SCHOOL:	Counselling staff will be reviewing the results of every student following the completion of exams. It is the <i>students' responsibility</i> , however, <i>to contact their guidance counsellor</i> at 519-621-5920 if they are concerned that a failure may have occurred that may mean attendance at summer school or timetable changes for the 2019/2020 school year. Students with no exams may call earlier in the week, if failure is a concern.
FINAL REPORT CARDS:	Semester 1 Report Cards will be distributed on Thursday, February 13 .

Textbooks, Library Materials & Chromebooks

LIBRARY MATERIALS: All outstanding library materials must be returned by *Friday, January 10, 2020*. All library fines owing must be paid by *Friday, January 10, 2020*.
If a library book is required to complete course work, please see Ms. Blom to set a later due date.

TEXTBOOKS: All textbooks *must be returned* before the start of each exam. Students will be directed to the Vice-Principal if textbooks are not returned.

CHROMEBOOKS: All **Temporary Chromebooks** must be returned **on or before Thursday, January 23, 2020**.

If you do NOT have your textbook or temporary chromebook, you will be sent directly to the Vice-Principal.

If you have overdue library books or outstanding fines, you will be sent to the library.

PLEASE RESOLVE YOUR TEXTBOOK, CHROMEBOOK AND LIBRARY OBLIGATIONS BEFORE EXAMS BEGIN IN ORDER TO AVOID LATE ENTRY TO YOUR EXAM.

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

Record Your Personal Exam Schedule Below

Date	Exam	Textbook to Return?
Friday, January 24		
Monday, January 27		
Tuesday, January 28		
Wednesday, January 29		



In Case of Severe Weather...

If any buses at any school are cancelled or if any school is closed due to inclement weather on an exam day, all exams in the Waterloo Region District School Board will be delayed by one school day. So Monday's exams would be bumped to Tuesday, Tuesday to Wednesday, etc. **Note: The P.D. Day on Friday, January 31, 2020 will not be moved.**

January 2020 Final Exam Schedule

Friday, January 24 – Thursday, January 30, 2020

Exams vary in length from 1 hour to 2.5 hours.
 The length of each exam is indicated in brackets following each course code.

* Indicates that evaluation is ongoing during examination period.

Issued: Dec. 2, 2019

	DAY 1 "A" Block Fri. Jan. 24	DAY 2 "B" BLOCK Mon. Jan. 27	DAY 3 "C" BLOCK Tues. Jan. 28	DAY 4 "D" BLOCK Wed. Jan. 29	DAY 5 Thurs. Jan. 30
8:30 a.m.	BBI10I-01 (1) FSF1PI-01 (1) HFN10I-01 (1) MPM1DI-01 (1.5) MPM1DI-02 (1.5)	FSF1DI-01 (1) SNC1DI-01 (1.5) SNC1PI-01 (1.5)	HFN10I-02 (1) SNC1DI-02 (1.5)		*AVI10I *AMI10I/OX
	BBI20I-01 (1) HFN20I-01 (1) SNC2PI-01 (1.5)	CHC2DI-01 (1.5)	CHC2DI-02 (1.5) CHC2PI-01 (1.5) HFN20I-02 (1) MFM2PI-01 (1.5) MPM2DI-01 (1.5)	MFM2PI-02 (1.5) SNC2DI-01 (1.5)	*AMG20I *AWS20I
	HPW3CI-01 (1.5) HSP3CI-01 (1.5) MBF3CI-01 (1.5) SBI3UI-01 (2)	CHG33I-01 (1.5) SPH3UI-01 (2) TFJ3CI-01 (1.5)	CLU3MI-01 (1.5) SBI3CI-01 (2) SCH3UI-01 (2) TCJ3CI-01 (1.5)	HSP3UI-01 (1.5) MCF3MI-01 (2) MCR3UI-01 (2) TTJ3CI-01 (1.5)	*AMG30I *AVI3MI *AWQ30I/MI *IDC3OX/UX
	NDW4MI-01 (2) SES4UI-01 (2.5)	CLN4UI-01 (2) SCH4UI-01 (2.5)	BOH4MI-01 (1.5) MAP4CI-01 (2) MHF4UI-01 (2.5)	HFA4UI-01 (1.5) MDM4UI-01 (2.5) SCH4CI-01 (2) TTJ4CI-01 (1.5)	*IDC4OX/UX