

W.O.D.S.S. EXAMINATION INFORMATION FOR STUDENTS

Exam dates

- It is your responsibility to know the **DATE, TIME, ROOM and SECTION** of all your examinations.
- The exam schedule is posted on the WO Website – <http://wod.wrdsb.ca>, under Quick Links.

Conflicts

- A conflict is when you have 2 examinations at the same time.
- If you have a conflict, pick up a **conflict sheet** in the MAIN OFFICE and submit the completed form to **Ms Kolb, Vice-Principal, by Tuesday, May 31st.**

Study locations

- Quiet study in the library. 8:00 a.m. to 2:30 p.m.
- Quiet group discussions/study is in the Cafeteria. 7:30 a.m. to 2:30 p.m.

EXAMINATION DAY PREPARATION

- It is advisable that you arrive at your examination room at least 15 minutes prior to the start of the examination.
- If you have any textbooks to return to your teacher, please bring them to your exam.

Students late to exams

- Report to the **ATTENDANCE OFFICE** immediately.
- Students late **less than five minutes** will report to the **exam room**.
- Students late **more than five minutes** will report to the **Attendance Office**. These students will write their exam in the conflict room.
- If you arrive after the examination is over, you must speak with your Vice-Principal.

Students who are absent for an examination

- Depending on the course, results of examinations can constitute up to 30% of a student's final grade. Failure to complete any final summative, including an examination, will have a significant impact on a student's final grade and may result in a failure to attain the credit. The only valid reason for missing a scheduled examination is medical illness or a significant and verifiable life event (i.e. bereavement). In the event of illness or injury, a parent or guardian must call the school on the day of the exam, to inform the school. A doctor's certificate will be required.

Expectations while writing exams

- **Textbooks should be handed to the supervisor of your exam.**
- **Cell phones must be left in your locker.**
- **Leave all other study materials in your locker.** Absolutely no talking will be tolerated during the period of the examination. Violation of this policy could result in the surrender of the paper.
- The **corridors** are **out of bounds** during examination times.
- **Please be considerate of your fellow students who are writing a longer examination.**

CAFETERIA

- The cafeteria will be open for a light breakfast from 7:30 a.m. – 8:30 a.m. and a light lunch from 10:00 a.m. – 12:00 p.m. – until Wednesday, June 22.

Early dismissal from exams

- For students in grades 11 and 12 level exams, there will be a 15 minute window at the beginning of the last half-hour of an exam where students who have completed writing may leave the examination room. All other students must remain for the whole time of the exam.
- Exams written with Special Education will have early dismissal at the discretion of the Special Education teacher presiding over the exam.

Bus Transportation

- Buses will run at the regular times during exams. NOTE: There will be no late buses.