

STUDENT EXAM PROCEDURES
PLEASE DISCUSS WITH STUDENTS AND POST IN ALL CLASSES

1. Students must be in full uniform while at school to write each exam.
2. All students must arrive at school by 8:20 (or provide a doctor's note, etc.).
3. Visitors will **not** be allowed in the school during exam week.
4. Students who are not writing exams must be in the library or off school property.
5. Students who miss an exam **must** provide the school with a certificate from a medical doctor; otherwise the exam mark will count as zero. This also applies to exams written during class time.
6. Students who have conflicts should report these to Mr. Finlan or Mme Charette
7. Personal electronic devices are prohibited during all class hours, this includes exams.
8. Students should take their books to the exam room. At no time should students be at their lockers after 8:20 and before 11 a.m. (The halls must be empty as exams begin for many students immediately following announcements.)
9. Students should hand in texts to subject teachers at the appropriate place and time as set by the teacher.
10. Students will remain in the exam room until dismissed at 11 a.m. by the presiding teacher and then proceed in an orderly manner as indicated by the timetable for the day.
11. Students will have lunch, a scheduled class and a supervised study following each of the exams.
12. The cafetorium will be open to students on exam days. Food prepared from the servery will be limited for the first two days. The servery will be closed the last two days. Students are encouraged to bring their lunches from home.
13. Busses will depart from the school at regular times during the exam schedule. There will be no late busses during exams.