



Exam Start Times are 8:45 a.m. and 12:15 p.m.

Please check for any conflicts (2 exams at the same time) and report them to Mr. Mitro immediately.

Textbook Collection Procedures:

All textbooks and school-owned materials must be accounted for prior to exams being written. In the case of textbooks, a student must either:

- a) Bring the textbook to the exam room.
- b) Pay for a lost book in the main office and receive a receipt of payment **30 minutes** before the exam OR
- c) Go to the main office **30 minutes** before the exam and receive written confirmation that the missing book will be returned or paid for following the exam and prior to final reports being issued.

Exam Procedures:

1. Students who require extra time (time-and-a-half) will be accommodated in the course exam room. Students with an IEP who require additional accommodations, specifically, double time, alternate setting, computer options etc. arrangements should have already been made by the course teacher. If you are unsure about your accommodations being in place, please see Ms. Russell before **January 16, 2018**.
2. Students are to remain out of the hallways during exam times. Students can study quietly in the library until 3 p.m.
3. Plan to arrive at the school at least 30 minutes before the exam begins. **No extra time** will be given to students who arrive late. For students who arrive late and are granted extra time accommodations, **extra time will be calculated from the scheduled exam start time**.
4. Bring your student card/photo ID, textbook and all required supplies (pens, pencils, rulers, calculators etc.) as allowed by your teacher. There will be no sharing of materials. No food is allowed. Clear water bottles with no labels are permitted. No bags, hats, coats, pencil cases or electronic devices (excluding approved calculators) will be permitted.
5. Please do not talk after you enter the room. Do not touch the materials on the desk until instructed to do so by the presiding teacher.
6. Students will be permitted to leave 1.5 hour exams only at the 1.0 hour mark if they finish early. Students will be permitted to leave 2.0 hour exams only at the 1.5 hour mark if they finish early. All others must remain until the end of their exam. No bathroom breaks will be permitted during the exam unless it is an emergency.
7. Before writing the exam, check the number of pages of the exam to ensure that you have all your pages.
8. At the conclusion of the exam, number each page of foolscap and put them in numerical order. Make certain that your name is on each page. When the end of the exam is announced, you must stop writing IMMEDIATELY. Follow the directions given by the teacher for handing in exams. Remain seated without talking until all exams have been handed in and you are dismissed.
9. Please check your schedule carefully: If you miss an exam, you will receive a mark of "0".
10. **Academic dishonesty, also known as "cheating", occurs when there is an attempt to gain or provide an advantage from the work of someone else. Those involved in academic dishonesty – including helping someone cheat – can expect serious academic consequences. All students involved in cheating will receive a mark of "0" for the full work in which cheating occurred, no matter what their role. This policy will apply regardless of when cheating is discovered, whether before, during or after the evaluation opportunity occurs.**

Any student found talking, copying from someone, using electronic devices or notes of any kind or participating in any other type of cheating will be asked to leave the exam room to see a Vice-Principal.

11. If you are sick and unable to write an exam:
 - Phone the school **416-395-3192** before the exam is written to inform the office of the illness and missed exam.
 - Obtain a doctor's note stating that you were too sick to write an exam on the assigned day.
 - Provide the doctor's note to your Vice Principal within two school days of the missed exam.
12. Students who miss an exam will receive a mark of "0" unless an alternative evaluation is deemed warranted by the principal. Students granted an alternative evaluation will receive a mark of "0" until they complete the alternative evaluation.

The Library will be open for quiet study from 9:00a.m. – 3:00p.m., January 23rd-29th.

GOOD LUCK!