

Don Mills Collegiate Institute

TEXTBOOK COLLECTION AND EXAM PROCEDURES



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 Ms. Sivarajah 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 <u>January 17, 2107</u>.
- 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 24th-27th.





Don Mills Collegiate Institute

Exam Schedule: January 2017



Morning Exams - 8:45 a.m.

Tuesday, January 24, 2017	Wednesday, January 25, 2017					Thursday, January 26, 2017					Friday, January 27, 2016					Monday, January 30, 2017				
	Course	Sec.	Teacher	Rm	Hrs	Course	Sec.	Teacher	Rm	Hrs	Course	Sec.	Teacher	Rm	Hrs	Course	Sec.	Teacher	Rm	Hrs
	CGC1D1	01	Tavares	232	1.5	HSC4M1	03	Varelas	105	1.5	CHW3M1	02	Shaw	105	1.5	BAF3M1	03	Adridge	105	1.5
	CGC1D1	03	Tavares	230	1.5	SBI4U1	01	McKinlay	202	2	CHW3M6	02	Shaw	105	1.5	ICS2O1	04	Strelkovska	101	1.5
	MCF3M1	04	Tuong	205	2	SBI4U6	03	McKinlay	201	2	CLN4U1	04	Nicolaou	101	1.5	IDC4U1	02	Nicolaou	102	1.5
	MCR3U1	01	Miron	206	2	SNC1D1	01	Ferreira	CAF	1.5	FSF1D1	02	Baltov-Panam	CAF	1.5	SBI3U1	02	Ferreira	CAF	2
	MCR3U1	03	Bhucher-Kunda	204	2	SNC1D1	02	Takhar	CAF	1.5	FSF1D1	03	El Arabi	CAF	1.5	SBI3U1	04	McKinlay	CAF	2
	MCR3U1	04	Bhucher-Kunda	201	2	SNC1D1	04	Takhar	CAF	1.5	HZT4U1	04	Varelas	201	2	SBI3U6	03	Ferreira	CAF	2
	MCR3U6	02	Johnson	202	2	SNC1D6	01	Davies	101	1.5	TEJ2O1	03	Tam	106	1.5	SPH4U1	02	Verma	201	2
	MFM2P1	01	Bhucher-Kunda	126	1.5	SNC1P1	04	Leung	CAF	1.5										
Tutorials: 9:00a.m 11:00a.m.	MHF4U1	01	Darakjian	110	2	SNC2D1	01	Tam	106	1.5										
	MHF4U1	02	Darakjian	105	2	SNC2D1	02	Stein	108	1.5						-				
	MHF4U1	03	Miron	101	2	SNC2D1	03	Verma	110	1.5										
	MHF4U1	04	Miron	106	2	SNC2D6	03	Kamen	134	1.5						<u> </u>			$oldsymbol{oldsymbol{oldsymbol{eta}}}$	
	MHF4U1	14	Sidhu	102	2	SNC2P1	02	Hall	102	1.5										
	MHF4U6	02	Sidhu 108 2 SPH3U1 01 Tuong 205 2 Scullard CAF 2 SPH3U1 03 Tuong 207 2	108	2	SPH3U1	01	Tuong	205	2										
	MPM2D1	01		2																
	MPM2D1	02	MacDonald	CAF	2	SPH3U6	04	Verma	206	2										
	MPM2D1	03	Leung	CAF	2															
	MPM2D1	04	Scullard	CAF	2															
	MPM2D6	04	MacDonald	134	2															

Afternoon Exams - 12:15 p.m.

Tuesday, January 24, 2017					Wednesday, January 25, 2017					Thursday, January 26, 2017					F	riday,	January 27, 2	2016	Monday, January 30, 2017	
Course	Sec.	Teacher	Rm	Hrs	Course	Sec.	Teacher	Rm	Hrs	Course	Sec.	Teacher	Rm	Hrs	Course	Sec.	Teacher	Rm	Hrs	PM - Conflict Exams/Credit Rescue
CLU3M1	01	Nicolaou	122	1.5	CHC2P1	01	Czeban	211	2	BBB4M1	02	Elliott	204	1.5	BBI2O1	01	Adridge	CAF	1	I W - Commet Examploredit Research
ENG1D1	02	Forsyth	202	1.5	CIA4U1	01	Greene	122	2	CGG3O1	02	Tavares	108	1	BBI2O1	02	Adridge	CAF	1	
ENG1D1	04	Forsyth	201	1.5	FSF2D1	04	Baltov-Panams	105	1.5	CHC2D1	01	Shaw	CAF	2	HSP3U1	02	Czeban	205	2	Tuesday, January 31, 2017
ENG2D1	01	Kolber	108	1.5	FSF2D6	01	El Arabi	106	1.5	CHC2D1	04	Carter	CAF	2	HSP3U1	03	Czeban	202	2	Conflict Exams/Credit Rescue
ENG2D1	02	Kolber	105	1.5	HSE4M1	01	Gross	126	2	CHC2D6	03	Byrnes	134	2	MDM4U1	03	MacDonald	201	2	Commict Exams/Credit Rescue
ENG2D6	01	MacInnis	106	1.5	MBF3C1	04	Johnson	207	2	CHC2D8	01	Carter	132	2						
ENG2P1	03	Morneau	102	1.5	MFM1P1	01	Leung	101	1.5	CHC2DP	03	Gross	CAF	2						Wednesday, February 1, 2017
ENG3C1	01	Forsyth	101	1.5	MPM1D1	01	Miron	CAF	1.5	CHC2DP	04	Gross	CAF	2						AM - Exam Review Day
ENG3E1	02	MacInnis	204	1.5	MPM1D1	03	Serafimovska	CAF	1.5	FSF3U1	02	El Arabi	202	1.5						AW - Exam Review Day
ENG3U1	02	Calhoun	134	2	MPM1D1	04	Darakjian	CAF	1.5	FSF3U6	04	Calhoun	201	1.5						
ENG3U1	04	MacInnis	130	2	MPM1D6	03	Johnson	CAF	1.5	FSF4U1	01	Baltov-Panam	101	2						Thursday, February 2, 2017
ENG3U6	01	Calhoun	132	2	SCH3U1	01	Serafimovska	202	2	FSF4U6	01	Baltov-Panam	101	2						PA DAY - No School
ENG4C1	02	Rooney	205	1.5	SCH3U1	02	Scullard	204	2	HSB4U1	02	Varelas	105	2						TADAT - No School
ENG4U1	01	Rooney	CAF	2	SCH3U6	04	Serafimovska	201	2											
ENG4U1	02	Blatt	CAF	2	SCH4U1	03	Hall	205	2											Friday, February 3, 2017
ENG4U1	04	Rooney	CAF	2	SCH4U1	04	Hall	206	2											Semester 2 Begins
ENG4U6	04	Rooney	CAF	2																Semester 2 Degms