Martingrove C. I.

Important Examination Procedures & Dates

Final Exams 2016

1. The ***examination schedule*** that appears on the reverse of this sheet is personalized for a specific student in the school. All students will receive their own ***individualized*** exam schedule. ***Please return any schedules that you may find to the Main Office.***

2. It is the responsibility of students to ensure **WHERE** and **WHEN** their examinations are written.

3. **The use of watches, digital watches and Personal Electronic Devices (PED's) during the exam is strictly prohibited**. Students, who use PED's during exams, will be subject to sanctions outlined in the School Code of Conduct and/or the TDSB policy on Academic Honesty as referenced on pages **11-16** of the MCI student agenda

4. All exams will begin exactly at the *designated time*. You are asked to arrive to the Exam Room, ***15 minutes*** *before the start of the exam.* Students who are late for an examination must ***sign in the main office*** and will be allowed to write for the ***balance of the time*** remaining only.

5. All textbooks and resources for the course **must** be returned to the **gym immediately after their exams.** Students are financially responsible for lost or damaged textbooks/resources.

6. No personal belongings (i.e. personal electronic devices, backpacks, pencil cases, purses, hats, coats, hoodies, etc.) are allowed in the examination room. All such items must be left in lockers or at home. All writing instruments must be in *plain view* on the student's desk.

7. Please note that students are only ***permitted to use the resources listed*** *on* the exam paper. Please write your name on each exam page and on each separate answer sheet.

8. At the end of the examination, follow the instructions of the supervising teacher regarding the collection of exams. Remain seated until the exam is collected. Please exit the school quietly so as not to interrupt others who are still writing.

9. Copying, showing intent to copy, showing your exam to another student or being in possession of unauthorized materials or devices (i.e. ped's) in the examination room is considered cheating and will result in a mark of a zero.

10. Students who are absent from an examination as a result of illness must bring a doctor's note, detailing that the student was too ill to write his/her exam on the day in question. Without a doctor's note, the student *will receive a mark of zero (0)* for the examination as outlined on p. 14 of the student agenda.

Important Dates- Don't Forget

- ✓ **Grad Breakfast (for all 2016 Grads)** will take place on **Monday, June 6, from 8:15 – 9:00 a.m. in the cafeteria.**

- ✓ All student **lockers** must be cleaned by the end of day on **Monday, June 27, 2016**. Final Marks and **Exam Feedback Day will occur on Monday, June 27, 2016 (afternoon)** for all grades.

- ✓ Registration for TDSB full **credit courses** begins on **Monday, May 2 and continues and closes on at 2 p.m. on June 29, 2016**. Students must register for these courses online at www.creditprograms.ca . Students can speak to their guidance counsellors

- ✓ Registration for TDSB remedial **summer school** (students with **final marks between 35-49**) will also take place online at www.creditprograms.ca. Student may register between **Monday, May 4 and Wednesday, June 29.** Guidance counsellors will assist with remedial course registration during the exam period and on **June 27, 28, and 29**.

GOOD LUCK ON YOUR EXAMS FROM THE MCI ADMIN, SUPPORT STAFF, & TEACHERS! (rev. May 6, 2016)