



FOREST HILL COLLEGIATE INSTITUTE
INSTRUCTIONS FOR EXAMINATIONS

January 2018



Examination Start Times: 9:00 am and 1:00 pm

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

Textbook Collection Procedures:

1. 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 **15 minutes** before the exam starts.
 - 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.

Failure to return the lost book or to make payment/arrangements with the Main Office will result in your timetable being withheld until the matter is resolved.

Teachers will not admit students to an exam if they do not have a textbook, or a receipt for payment, or written notification of imminent payment or return of the missing book. Students without their textbook on the exam day should go to the main office at least 30 minutes BEFORE their exam begins.

Exam Procedures:

2. Plan to arrive at the school at least 30 minutes before the examination begins. **No extra time** will be given to students who arrive late. For students who are granted time and a half, extra time will still be calculated from the scheduled exam start time. Students who are more than 30 minutes late for an exam must sign in at the Vice-Principals' office before going to the examination room.
3. Bring your textbook and all required supplies (pens, pencils, rulers, calculators etc.) as allowed by your teacher to the examination room. There will be no sharing of materials. No food is allowed in the exam room. Clear water bottles with no labels are permitted. No bags, hats, coats, pencil cases or electronic devices (excluding approved calculators) will be permitted in the exam room. Possession of electronic devices (cellphone, ipod, PDAs, etc.) may result in a mark of "0" (zero).
4. 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.
5. No student may hand in the examination or leave the room before the end of the examination time. No bathroom breaks will be permitted during the exam unless it is deemed an emergency.
6. Before writing the exam, check the number of pages of the examination to ensure that none of the pages are missing. Note that exams may have questions printed on the front and back. Check the back of each page. Also, check to see if the examination is to be written on foolscap or on the paper itself.
7. At the conclusion of the examination, 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 examination is announced, you must stop writing IMMEDIATELY. Follow the directions given by the presiding teacher for handing in exams. Remain seated without talking until all exams have been handed in and you are dismissed by the presiding teacher.
8. **Please check your schedule carefully: If you miss an exam, you will receive a mark of "0".**
9. **Academic dishonesty, normally called "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.
10. If you are sick and unable to write an examination:
 - Phone the school **(416) 393-1860** before the examination is written.
 - Obtain a *Missed Evaluation Procedures Form* from the Main Office.
 - Complete all necessary documentation.
 - Give the above form(s) to Mr. Ghassibe or Ms. Papadopoulos within two school days.
 - An alternative assessment may be scheduled.

*The Library will be open for quiet study from 9:30a.m. – 12:30p.m during exams.
End of Course Evaluation Review Day will be on January 30th in the afternoon.*