

**GREENWOOD S.S.**  
**EXAM DAYS January 21 to January 26th, 2025**  
**NO CLASSES ARE SCHEDULED- ONLY EXAMS**

**Students are expected to share this EXAMINATION INFORMATION and SCHEDULE with their parents.**

**EXAMINATION INSTRUCTIONS**

Please read these instructions carefully. It is **your responsibility** to understand and follow the Exam Procedures outlined below.

1. Students are responsible for appearing on the correct date, at the correct time and in the correct room for each Exam. **No make-up Exams will be allowed if you are absent.**
2. Read the Exam Schedule carefully. **Students who miss examinations because they misread the schedule will receive zero (“0”) for that exam.**
3. **Students are only expected to be at school to write exams or receive extra help from teachers when they have made arrangements. NO CLASSES ARE SCHEDULED DURING THIS TIME.**
4. Students are to report to their exam on time. No extension will be made after the exam has started. If a student arrives more than 30 minutes after the examination has begun, the student will be sent to the Main Office to get an admit slip. NO additional time will be granted to these students.
5. Students will be permitted to leave the exam after one hour, but not earlier. Students will not be dismissed during the final 15 minutes of the exam.
6. **Equipment for Exams:** Remember to bring pens, pencils and where appropriate, a calculator, ruler, etc. Your teacher may add to this list. Note: **NO cell phones, smart watches, wireless earbuds or any other personal electronic devices will be allowed in Exams.**
7. Communicating by any means to/with other students during an examination, copying from other students or from unauthorized material will automatically result in a zero for the students involved.
8. Anyone missing an exam for any reason **MUST** have their parent/guardian notify the school at (416) 393-0744 **on the day of the exam.**
  - (a) Students who miss an exam if they are sick for medical reasons must submit a **medical certificate from their doctor**. The medical certificate **MUST** indicate that the student was ill and unable to write the exam. The medical certificate is to be returned to the Main Office **by TUESDAY JUNE 25, 2023 at 9:00 am at the latest.**
  - (b) A student who is unable to write an Exam for any other reason will require authorization from the Vice Principal – Ms. Laura; otherwise, a mark of zero will be assigned for any missed exam.

### **Student Expectations during Exams:**

1. No coats are allowed where students are writing exams. They must be left at the front of the class or in student lockers. All bags and course material must also be left at the front of the room.
2. No dictionaries are allowed unless you have received special permission in advance.
3. There is no talking during Exams.
4. No programmable calculators, **cell phones, smart watches or wireless earbuds** or any other electronic devices are permitted in exam rooms.
5. All textbooks **MUST** be returned at the **BEGINNING** of the exam.