

1. All students will receive a copy of the **Semester 1 – 2023 Final Exams** schedule from their Period 1 teacher. ***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 taking place.
3. **When students are *not scheduled* to write exams, they are to remain at home unless they are receiving in-school support from a teacher**
4. **The use of 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.
5. **Personal Belongings** (i.e., personal electronic devices, backpacks, pencil cases, purses, coats, etc.) must be placed at the front of the class and PED's turned off. All writing instruments **must be in plain view** on the student's desk.
6. All exams will begin exactly at the *designated time*. You are asked to arrive to the Exam Room, ***at least 15 minutes before the start of the exam.*** Students who are late for an examination must ***sign in the VPO office*** and will be allowed to write for the ***balance of the time*** remaining only.
7. All textbooks and resources for the course ***must be returned to the teacher who is presiding*** over your exam. Students are financially responsible for lost or damaged textbooks/resources.
8. All writing instruments must be in ***plain view*** on the student's desk.
9. 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.
10. 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.
11. 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.
12. Students who are absent from an examination as a result of illness must bring a ***medical certificate***, detailing that the student was too ill to write his/her exam on the day in question. Without a ***medical certificate***, the student ***will receive a mark of zero (0)*** for the examination