

Parkdale CI

EXAM PROCEDURES

Please note the following for exams:

On Exam Day:

- Make sure you arrive to your exam room 10 minutes before the exam starts.
- Please bring and return any textbooks/books/materials loaned to you over the course to the exam.
- Make sure you bring what you need to write the exam to the exam -i.e., pen, pencil, eraser, calculator (if applicable), dictionary (if applicable) -please check with your teacher about what is permitted.
- No coats, backpacks, cell phones, or electronic devices should be on your person while you write your exam, consider leaving them in your locker or at home.
- Only bring to your desk the items you need to write your exam.
- If the teacher presiding over your exam is not your regular teacher: please have photo ID available -if you don't have any photo ID please come to the office before your exam starts to sort that out.
- Make sure there is nothing ON or IN the desk you use that day that could bring your integrity into question. If there is, please notify the presiding teacher immediately.
- You are to **remain in the room for the first hour** of the evaluation and are **not permitted to leave in the last fifteen minutes.**
- Every calculator should be removed from its case or holder (if applicable).
- Calculators and/or dictionaries may be inspected during the exam.
- Please read through the entire exam before beginning and check that you have a complete exam package and if any pages are double sided.
- You are asked to keep the exam paper flat on the surface of the desk during the exam and to keep your eyes on your own paper.
- If you still have a cell phone or an electronic device on you after the exam begins and it goes off during the exam, an administrator will be notified immediately, and you may be removed from the exam.
- If the presiding teacher suspects academic dishonesty at any point during the examination, they will be notifying an administrator immediately and you may be removed from the exam.

You're just days away from the end of your course! Keep up the momentum and finish strong. All the best with your exams. You got this!