

**PARKDALE COLLEGIATE INSTITUTE
STUDENT IN-CLASS EVALUATION AND EXAMINATION INFORMATION**

Culminating Activities: December 12 – January 15
Moratorium: January 16 – January 21
Exam Days: January 22 – 28, 2020

Hints for Examination Preparation:

- **Attend every class.**
- **Plan your study time.**
- **Follow directions very carefully.**
- **Know exactly what is being covered on the in-class evaluation/examination.**
- **Practise answering sample questions.**
- **Find a good place to study.**
- **Keep your notes up to date.**
- **Review your textbooks at appropriate points.**
- **Listen attentively to your teacher and peers. Many clues may be given!**
- **Get all of those end of semester assignments in for that important term mark.**
- **Take part in class review activities.**
- **Ask questions when you are not sure of something.**
- **Review all class notes and handouts. Highlight the key points.**
- **Divide your studying into realistic sections with breaks.**
- **Study well in advance so that all areas will be reviewed.**
- **Write all important dates and times in your Agenda book.**

Attendance:

Remember the time and location of each of your in-class evaluations and examinations. Highlight the in-class evaluations and examinations you are to write, then fill in your personal timetable noting the subject, date and time of the in-class evaluations/examinations and the location. It is the student's responsibility to be at the correct place at the correct time for each of their in-class evaluations/examinations. If in doubt ask your subject teacher for the location and date of your in-class evaluations/examinations.

Lateness:

Late students are to go directly to the exam room. Presiders are asked to note the arrival time on the students' exam. Normally no extra time will be given to a student arriving late.

Missed In-Class Evaluations/Examinations:

Students who miss in-class evaluations or examinations due to illness must bring, to the Vice-Principal's Office, a Doctor's Certificate indicating the full reason for the absence by **NOON ON January 24, 2020**. Failure to provide a Doctor's Certificate will result in a mark of zero for the missed in-class evaluations/examinations. No make-up examinations will be permitted.

Time of Formal Examinations: All morning exams begin at 9:00 a.m. and afternoon exams begin at 1:00 p.m. except where noted. Students must remain for the first hour in the examination room and cannot leave the room during the last 15 minutes of the examination. Students arriving late for an examination will be given no extra time.

Special Education Students and Students with Special Accommodations: All Special Education students and students receiving special accommodations may write their examinations at the same time in the Special Accommodations room or a designated classroom. **Special Education students must contact their Resource Room teacher and any other students requiring special accommodations must contact Ms. Muchnik as soon as possible concerning all of their examinations.**

Exam Conflicts: Any student who notices that they have an exam conflict which means they have more than one exam at the same time should see Ms. Muchnik in the Vice Principal's Office so arrangements can be made for the writing of these exams.

Student Expectations:

- Students must supply their own pens, pencils, ruler, erasers, calculators, math sets and other materials required for their examination.
- Students cannot leave the examination room until after one hour has passed and not during the last 15 minutes of the examination. Washroom emergencies will be supervised by an "on call" teacher.
- Students must not linger in the halls or corridors during examinations as other students may still be completing their examination.
- All cell phones should be on silent and put away in your bag at the front of the class. Use of a cell phone during an exam may result in a mark of zero.
- All binders and other materials should be placed in your bag which should be kept at the front of the class.

Academic Honesty:

Students will not have access to any unauthorized materials, which might be of assistance to them in writing the examination. Students who are caught cheating will be given a mark of ZERO for the examination, and may be subject to other disciplinary action by the Vice Principal.

Exams Written During the Moratorium Period:

All written exams will be scheduled in the exam period. This includes all D/P/M/C/U courses. Performance based culminating evaluations may take place during the moratorium as long as there is no exam. Any in-class evaluations that are part of the 30% (because there is an exam) must be completed prior to the moratorium if there is an exam in the course.

Student's Personal In-class Evaluation/Exam Schedule

In-Class Evaluations/Exam #	Date/Time	In-Class Evaluations/Examinations/Teacher	Room