

NEWTONBROOK S. S. EXAMINATION POLICY: JANUARY 2023

Please note: The exam schedule is on the other side of this sheet. Ensure to highlight the date, time and location of all your exams. This is the only copy that you will receive. Students receiving accommodations on exams should check with their special education teacher for examination times and locations.

INDIVIDUAL AND “IN-CLASS” SUMMATIVES

In some music, drama and language courses, individual performance and oral examinations may be scheduled. Some courses will hold these examinations during class time. Students need to confirm times for these examinations with the subject teachers involved. Such examinations should be added to each student’s individual copy of this examination schedule. All regular examination policies apply to these examinations, including the attendance requirements outlined below.

LATENESS FOR EXAMINATIONS

Students who arrive late for examinations (within the first hour) should go directly to the designated room. As long as a student arrives within the first hour of an examination, the student may write the examination using whatever time remains.

All students, including those who receive extra time, must remain in examination rooms for at least one hour after each examination is scheduled to begin. Students are permitted to leave from this point until fifteen minutes before the end of the examination. Because of the possibility of communication with students who have seen the examination, no student will be permitted to begin an examination more than one hour after the examination is scheduled to begin.

MISSED EXAMINATION (WRITTEN EXAMS, PRACTICAL EXAMS, ORAL EXAMS, SUMMATIVES)

Students are entirely responsible for reporting at the correct time for examinations. Failure to report will result in a mark of zero on the examination. **Consideration will NOT be given to requests to miss examinations for personal reasons such as family holidays or employment opportunities. The only acceptable reason for missing an examination is illness. A student who is ill must inform the Main Office by telephone on the day of the examination. The student must come to the Main Office to obtain a medical certificate of excuse form and bring it to the doctor to sign and indicate clearly the reason for missing the examination. All documentation must be submitted to the Main Office within 24 hours of the missed examination.** Failure to submit the form within the allowable time frame will result in a mark of zero on the examination.

ACADEMIC HONESTY

A student cheating on an examination will receive a mark of zero on the examination. If it is deemed appropriate, further disciplinary action may be taken by the school administration. Students should ensure that any notebooks, course materials, course notes, or related items are put at the front of the classroom prior to the commencement of the examination. Any student found with such materials in their possession or immediate vicinity during the examination will be deemed to have compromised the integrity of the exam and will receive a mark of zero.

EXAMINATION MATERIALS AND OTHER PRACTICAL INFORMATION

The school will provide foolscap or examination booklets for all examinations. Students must provide their own writing tools (pens, pencils, and erasers). Subject teachers will inform students of other required items (such as coloured pencils, mathematics instruments, assigned reading, etc). For all mathematics and some science examinations, students may use non-programmable calculators without graphic displays. However, calculators may not be shared. Students should clarify such arrangements with their teachers. For English examinations, students may use dictionaries. However, dictionaries may not be shared. Students who speak a language other than English in their homes may use double-entry dictionaries. Students should clarify all such arrangements with their teachers.

No cell phones or similar electronic devices are allowed in the room. Students should not bring valuable items to examinations. The consumption of food and beverage is not allowed during examinations. The school cafeteria will not be open during exams.