

Exam Procedures

****If you are late for an exam, report to the office first. You will NOT be given extra time.**

****No student will be admitted after the first half hour of an exam.**

1. Students are to take their own pens, pencils, rulers and erasers and any special equipment required (e.g. calculators) for the exam into the exam room. No sharing of equipment. You will need to have material to work on if you finish your exam early. You must remain in the classroom for the whole time.
2. Any student cheating will have his/her paper removed and be sent to the office. Cheating is defined as: talking, passing notes, having "cheat sheets", writing on body, open books, or anything that would achieve a higher mark. Anyone cheating will receive a zero on their exam.
3. You should take your textbook to turn in to the teacher prior to the exam.
4. Students cannot leave the exam room to go for drinks or to go to the washroom unless accompanied by an adult.
5. All students must stay in the exam room for the full time directed by the teacher.
6. The Library will be available for absolutely quiet studying.
7. Students should be in their regular scheduled classes if they do not have an exam.
8. **Room 107 will be used for writing most Provincial Exams.**

Notes:

Students who are late for an exam will not be given extra time.

Students must be excused in advance by parents if they must miss an exam due to illness or family emergency.

Students who are more than one-half hour late for Provincial Exams will not be admitted, and must wait for the next exam session. This is a Ministry order.

******Students who miss Provincial exams, even if excused, must wait until the next session to write the exam, at least two months later and possibly six months later.**