
STUDENT EXAM PROCEDURES

JANUARY 2024

- ✓ Check carefully the date and time of your final examinations. **All exams will be written in your regular classroom.** Grades 9 and 10 will have 1.5 hour exams and Grades 11 and 12 will have 2 hour exams. Morning exams begin at 9:00 am and afternoon exams begin at 12:00 pm. Exams begin on **January 25 and end on February 1, 2024.**
- ✓ Students must be ready outside the door of the classroom 10 minutes prior to the beginning of the exam with all necessary materials needed for exam completion (ex. calculator, ruler, pen, pencil).
- ✓ Students must remain in the exam room for at least one (1) hour. At that time, students who have completed their exam will be dismissed by their teacher. Students will not be allowed to leave the exam room in the last 15 minutes of the exam time. Students must wait in the exam room until they are dismissed by their teacher.
- ✓ If you are absent from an exam, you must notify the school immediately and have a doctor's note or another official document explaining your absence.
- ✓ Buses will run on their normal schedule. A bus will also be leaving the school at 11:30 am following the late bus route. *If you do not have a scheduled exam, you are **not** to be at school.* If you do not have an exam in the afternoon, you must take the early bus home or make alternate transportation arrangements.
- ✓ ***If buses are cancelled due to inclement weather, exams scheduled on that day will be rescheduled to the next exam day. Subsequent exams in the exam schedule will also be rescheduled to the next exam day.*** For example, if buses are cancelled on Friday, January 26th, Friday's exams will be held on Monday, January 29th. Monday's exams would be held on Tuesday, January 30th, Tuesday's exams would be held on Wednesday, January 31st, and Wednesday's exams would be held on Thursday, February 1st.
- ✓ Schools will communicate with families through Email and Social Media if the exam schedule needs to be adjusted due to inclement weather and bus cancellations. It will be important for families to watch for communication in the event of inclement weather. **Students are expected to be present and available to write exams during the entire exam period, from January 25th through February 1st.**
- ✓ **Students cannot come to the school to write exams if the buses are cancelled.**
- ✓ Exam week is an important week for all students. While exams are being written, the Resource Centre is available for quiet study and the cafeteria is available for work with small groups. All other areas of the school are being used for exams and are unavailable for student use. Students who are working directly with a teacher may be in alternate locations. All other areas of the school are off-limits to students.

*We wish all students the best of luck in their studies and
encourage all of you to seek extra help where needed before your final assessments.
If you have any questions or concerns about exam time,
please see your classroom teacher or Ms. Yanch in Student Services.*