

EXAMINATION PROCEDURES

Grades 9-12

June 2023

STUDENT INFORMATION:

Please inform your students of the following information prior to the examination week:

- All examinations for grades 9-12 courses are to be written in classrooms.
- Examinations are compulsory for all students. A student absent from examinations because of serious illness must provide a medical note from his/her doctor upon returning to school. Otherwise, no make-up exam will be provided.
- **Students are to arrive at 8:30 a.m. for the morning exams.**
- **The writing of the morning exam is to begin at 8:45 a.m.**
- Students are to bring all necessary materials they will need to write their examination.
- No food or drink (except water) is allowed in the examination room.
- No cards, games or reading materials are permitted in the examination room.
- No electronic devices are allowed in the examination room. This includes Apple Watches.
- All coats, jackets, book bags, binders, purses, etc. are to be placed in lockers or in a location in the classroom approved by the teacher. If students are dismissed at 10:15 am they are **NOT** allowed to go to their lockers until 10:45 am. They must leave the building immediately or go directly to the cafeteria.
- Students are not permitted to leave the examination area for any reason unless a legitimate emergency situation arises. Students must stay for 1.5 hours of the 2 hour writing time.
- Any student who chooses to leave the examination area before the examination period ends forfeits the examination and risks receiving a failing mark for the course. The student will also be suspended from school until such time as a meeting is held with the student, parent, examination supervisor, and an administrator.
- Students are not to be wandering in the corridors at any time during the normal school day.
- Any student who is not writing an exam is encouraged to go home and study. If a student is waiting for a bus, he/she must work quietly in the cafeteria. Students are not to use the office telephone to call for rides home. Transportation must be arranged prior to coming to school. Students are to be picked up at the student entrance.
- During the examination writing times, **QUIET** is a must for the entire school.
- Students should not be attending school on days that they are not writing an exam. Please do not visit Towns View School during the day as regular classes are underway.