

GENERAL RULES AND PROCEDURES FOR EXAMINATIONS AND SUMMATIVE ASSESSMENTS

Before Summative Assessments/Exams:

- Check and verify all examination and summative assessment information with your teachers. Code, section, rooms, length.
- If your exam or summative assessment is not listed, speak to your teacher to determine if and when an exam will be written.
- Write down the date, time and location in your planner.

Calculators:

If you are permitted to use a calculator during an examination/assessment, the following guidelines must be followed:

- Calculators may not be shared or borrowed during the exam/assessment.
- All calculators must be removed from their case or cover.
- Memories must be cleared for all programmable calculators.

Textbooks:

- All textbooks that are not required for study purposes will be collected the week prior to the exams.
- Condition and the textbook number will be verified from the teacher's record.
- If the textbook that was assigned to you is lost or damaged, you will be required to reimburse the school.
- Textbooks required for study purposes are to be taken to the exam room where they will be collected from you.
- **If you do not have the book, you will be sent to the office before being allowed to write the exam/summative assessment.**

Arriving For Summative Assessments/Exams:

- Be early.
- Be prepared. You are responsible for arriving punctually for each exam with all necessary materials.
- Report at least 10 minutes before the beginning of the exam.
- You must be dressed in uniform or you will be sent to the office.
- Lateness: If you are late for an exam/summative assessment, report directly to the regular exam room. No extra time will be given. You will not be permitted to write once other students have left the regularly scheduled exam/assessment.

Absence from Summative Assessments/Exams:

- If you are ill and cannot write the exam, you must obtain a medical certificate, which **CLEARLY** states that in the doctor's opinion, you were unable to write the exam. A note saying you had an appointment is not sufficient. This is not a valid reason to miss an examination/assessment.
- If your mark prior to the exam was a failing mark, a medical certificate can not pass you. The medical certificate must be brought into the office immediately after the missed exam if it is to be taken into account when assessing your final mark for the course.

During Summative Assessments/Exams:

- You may not bring any notes into the exam, unless authorized by your subject teacher.
- During the exams, you are not allowed to talk or communicate in any manner with any other student.
- If you are found cheating on an exam you will automatically receive a mark of zero for that exam and you will be suspended.
- You are not to leave your seat at any time during the exam/assessment.

- When you are finished, simply place your exam face down on the desk and remain in the examination room until the official end of the exam/assessment.
- The teacher will collect all examination papers at the end of the allotted time.

After Exams

- Unless you have another examination in the afternoon, please leave the school immediately after your exam.
- Students not studying for an exam or an appointment with a teacher should not linger in the building.

START OF SECOND SEMESTER - Thursday, February 4, 2016

You should be in uniform and prepared for a full school day. The day will begin with Mentor Class at 9:00 A.M. where you will receive your Second Semester Timetable.