

Exam Week Guidelines

Last day of classes for 1st semester is January 17.

- Students are only required to be at school on the day of their exam. After student has written their last exam, they do not return to school until the first day of **2nd semester which is February 1, 2024**
- Students can make transportation arrangements to be picked up after they finish writing their exam or wait until the end of the day to take bus home
- Exams are written in classrooms
- Students with accommodations will write in the Exam room (1155) - students should have already seen Mrs. Johnson to arrange these accommodations.
- Exam locations and student seat assignments will be posted outside of the office. Teachers will also receive a copy of where their students are writing.
- Students with two exams scheduled on the same day should have already seen Mrs. Draper - if you haven't come to the office right away
- Remember that exams are not rescheduled for vacations
- Students may go home upon completion of their exam
- Attendance will not be taken in the afternoon, but the Cafeteria will be available for **quiet** studying for any students who remain at school after their exam is complete.
- Students are not permitted to wander in hallways or bring gaming systems to set up in the school
- Personal items are not to be taken into the exam room. This includes backpacks, purses, large coats, phones, and smart watches. Items required for the examination (*pens, pencils, rulers, calculators, ID*) are the only items to be brought to the exam room.
- If students choose to wear a baseball hat, it must be turned backwards - supervisors must be able to see student's eyes
- Students who have a phone or smart watch in the exam room will have their exam removed for breaking the rules and receive a mark of zero, **no exceptions.** *For students that didn't write their Diploma level exam, will rewrite their exam when it is next offers in April.*
- ALL students must have **picture identification** on the top right-hand side of the exam desk. SCHS School ID or a driver's license are the two most commonly used picture IDs. *We do not have extra copies of Student IDs at the office, student will need to purchase a replacement id card if needed.*
- Students need their own calculator for their math/science exams. We do not have enough to lend to all students. Spare batteries are recommended.
- Calculators will be cleared before and after math and science exams.
- *Calculator covers should be left at the front of the room and be clearly labeled with their name.*
- Students are to remain at their desks and raise their hands if they have questions or need to use the washroom. A teacher supervisor will come around to speak to the student to help.
- Upon completion of their exam, a student will raise their hand so a supervisor can make sure the exam is completed correctly before dismissing the student.
- Students must remain in the exam room for a minimum of 1.0 hour after the exam commences.
- Students will not be permitted to enter an exam after 1.0 hour has elapsed. Any students that show up over an hour late to the exam will not be permitted to write.