

## Examinations at OTHS Information for Students January 2019

### Time and Location of Examinations:

- Examinations begin on Friday, Jan 25, 2019 and end on Thursday, Jan 31, 2018.
- Please double check the exam schedule to see where your exam will be written.
- **All formal written exams will be grouped by period, with period 4's on Jan 25, period 3's on Jan 28, period 1's on Jan 29, period 2's on Jan 30.**
- In the event of an emergency, if a day needs to be cancelled due to inclement weather or unforeseen circumstances then the 'bump and slide' rule will apply. Each exam will be moved back one day and the final exam will take place on Thursday Jan 31st - the final scheduled day of exams.
- Friday, February 1st is a PD day for the OCDSB. **Semester 2 starts Monday, February 4th, 2019.**
- Students are to be in the school only on days when they are writing an examination or completing course work previously arranged by a teacher.
- Buses will follow their regular schedule for both pick-up in the morning and drop-off in the afternoon.
- Morning exam sessions go from 8:30 – 11:30 and are reserved for courses in which there is a formal written exam. Afternoon sessions start at 12:30 and are reserved for courses that do not have a formal written exam but may require students and teachers to meet for alternate assignments.
- **Extra time is automatically incorporated into the exams. Students who would normally write in the resource room because they need extra time can now write in the regular room.**
- Junior exams have a 2h 15min time limit. Senior exams have a 3h time limit.
- Students who have special examination writing needs (alternate setting, scribe or other reasons) will write in Room N101. See Mr. St.-Yves before the conclusion of the term prior to Thursday, January 24th.
- Plan on getting to the exam room 5 or 10 minutes ahead of time. This gives you a few minutes to prepare before going in and helps make sure you are not late. You will also receive key instructions from your teacher.

### Late Rules

- If you are late for an exam, but arrive before the first hour of exam time has elapsed, you may be admitted to the exam room. **You do not get extra time to complete the exam!**
- If you are more than an hour late, you have missed the exam and will receive a mark of zero for the exam. Any justifiable reason for being late must be approved by **Administration** in advance.

### Textbook Returns

- Textbooks must be returned between 7:45 and 8:15 a.m. to your teacher in your classroom or another designated area by your teacher.

### Exam Room Procedures

- Bring with you all the supplies you need. All other materials are to be left at home or stored in your locker.
- **Water in a clear plastic bottle ONLY is permitted!** No food is permitted in the exam room unless you have a medical reason, in which case you should see Administration prior to the first day of exams.
- Check with your teacher ahead of time about special materials which may be required (calculator, pencil for scantron, ruler, geometry set or dictionary). Calculators are permitted, however, each student is responsible for what is written on your calculator. You cannot "borrow" or "lend" materials in an examination.
- **Leave your cell phone, regular pencil case, school bag or knapsack, purse, notebooks, textbooks, and outdoor clothing in your locker. You may put your pencils, pens, erasers or other required materials in a clear plastic baggie.** Students will not have unapproved notes, of any kind, on their person.
- Do not bring any electronic devices or cell phones into the examination room. If you do, supervisors will confiscate them. If these devices are being used to cheat, rules regarding academic honesty will apply.
- Communication, either verbal or non-verbal, between students during an exam is forbidden and will be considered as cheating. Exam supervisors will take exams away from students who are caught cheating and the student will be sent to the office. Cheating will result in the student(s) receiving a mark of zero for the exam as well as parental contact and in-school disciplinary action.
- Follow the directions of the staff member who is in charge of the classroom. Be sure to sign the tally sheet which will be circulated to show you are present.
- Once seated, make sure you are in the correct seat and writing the correct examination.
- Make sure all your answer sheets have your name and the teacher's name. Submit these sheets with your exam. Don't throw them out by accident with your scrap paper!
- Students must stay seated for a minimum of (1) hour and until your exam is collected by a supervisor. Students who have finished are allowed to leave after one hour, and at the teacher's discretion afterwards.

### Illness

- If you are ill on the day of the examination, a parent/ guardian must contact the Main Office prior to the beginning of the examination. **A medical certificate must be submitted to Administration.**
- Alternate arrangements will be made in order to complete course requirements and determine a final mark.

### Access to Lockers

- All students will have time to quietly and quickly visit their locker after their exam is completed. No students are permitted to loiter in the locker area.