

CARDINAL CARTER C.H.S.
EXAMINATION RULES AND PROCEDURES JANUARY 2020

EXAMINATIONS

- The exam period begins at 8:30 am.
- All students must report to exam rooms 10 minutes before the scheduled time and are to remain for the duration of the exam.
- Students who arrive **late** will **not** be granted extra time.
- Students write one exam per day as per board policy.

ABSENCES FROM AN EXAM: Students who are absent from an exam because of illness must have their parent/guardian phone the school by 8:30 a.m, on the morning of their exam (905) 727-2455.

A medical certificate verifying the illness **MUST** be brought to the Attendance Secretary immediately upon his/her return, but not later than the last day of exams. A medical certificate allows a student to miss the day of exams but the student will be required to write the exam at a later date. Students who are absent from an exam for a reason other than medical will be given a grade of ZERO on the exam.

SCHOOL UNIFORMS: Students **MUST** present themselves to write all examinations in the proper, approved school uniform. A student arriving out of uniform will not be permitted to write their examinations until they are in uniform. (Lost time will not be made up.) Students must wear their uniforms while in school during the examination week. There will **not** be a **Spirit Wear Day** during the exam period.

BUSES: Bussing during examination week will run according to regular schedule. As students are only writing one examination per day, parents may wish to arrange a ride home earlier than 2:25pm

TEXTBOOK COLLECTION: Unless alternative directions have been given by classroom teachers, students are expected to bring textbooks issued to them for a particular subject to school on the date and time of the examination and turn them in by placing them under their desks in the examination hall or room at the time of the examination. Students **must** sign their names for the textbook they are returning.

Students who have not returned, accounted for or paid for missing textbooks and/or library resources will not receive books or any learning materials for the next semester. Students are obliged to return those texts originally checked out to them. Students may not return texts for their friends.

SCHOOL SITE MANAGEMENT: **It is the student's responsibility to ensure that they are fully aware of the date, time and location for each of their examinations.** Students must stay off the second and third floors of the school while any examinations are in progress. The exception to this rule occurs in the use of the **Library for silent study purposes** where attendance will be taken. Students are individually responsible for presenting themselves on the correct day at the proper time for a particular examination. Students need not be present at school at any time they are not writing an examination.

CAFETERIA SERVICES: The school servery will be closed during exams. Food will **not** be available for purchase.

STUDY HALL: Students should note that our Cafeteria will be used as a Study Hall on examination days until 8:15am. **The Library will be open for individual, silent study during examination week.** Students must accord due respect to those teachers in charge of each of these rooms.

STUDENT NOTES AND OTHER MATERIALS: During the examination writing period, unless otherwise advised by a particular subject teacher, students must leave all notes, notebooks, and papers in their lockers. Students will be briefed by their subject teachers concerning permissible objects (i.e. math sets, rulers, calculators, textbooks, etc.) Students who are found to have notes on themselves will be subject to penalty if such notes relate to examination materials. Do not jeopardize passing a credit by cheating or being suspected of cheating on the examination. **Cell phones are prohibited in the examination room.**

EMERGENCY PROCEDURE: If school is cancelled due to an emergency or inclement weather, that day's exam will be written on Thursday January 30th, 2020. All other exams will continue to be written on their scheduled day.

If you have any questions pertaining to exams, please do not hesitate to contact Mr. Galatianos in the main office.

Good luck, and God bless!