

# FINAL EXAM SCHEDULE

## FINAL EXAM POLICY

(1996.01.09)

(2002.06.07 revised)

(2008.01.18 revised)

(2008.05.23 revised)

- 1) Students are expected to know when and where their exams are to be written. Only students who are absent with **legitimate** reasons (supported by a note from home) will be allowed to make up their final exam.
- 2) Students are expected to be seated and ready to start their exam at the scheduled time.
- 3) No textbooks, food, liquids (other than water), notes or other reference materials are to be taken to examination desks or tables unless students are requested to do so by their teacher. All backpacks, binders, and other materials are to be left in lockers or at the doors of the examination room.
- 4) Students will not be allowed to write an exam (and will receive a ZERO) if they are more than 30 minutes late. Students arriving late, but prior to the 30-minute deadline, will **not** be given extra time.

**NOTE:** Bus students (**ONLY**) may request a start time up to one hour prior to the scheduled start time of a **provincially-examinable** course. This request must be made by the Friday prior to the start of the first day of the exam schedule (**June 19, 2009**). Students granted time **MUST** stay for a minimum of one hour after the original scheduled start time.

- 5) Students must remain in the exam room a minimum of one hour. Afterwards, students may quietly leave to go to the library or to leave the school. The hallways are out-of-bounds.
- 6) Once an exam has started, all students will be **silent**. Students may contact the exam supervisor by raising their hands.
- 7) Students who talk without permission, or who cheat in any way, will receive an automatic ZERO. Other disciplinary actions may be taken, including suspensions from school.

### NOTE FOR STUDENTS IN PROVINCIALY-EXAMINABLE COURSES:

If you have not completed all the requirements of the course (tests not written, projects not done, homework assignments not completed fully or handed in), teachers may assign the letter grade "I" (Incomplete).

Students who choose not to write an "optional" provincial exam will be required to write a teacher-developed final exam, to be written at the same time as the provincial sitting. Students who decide on exam day not to write the provincial exam, will receive an "I" (Incomplete) for the course until the student has written the teacher-developed final exam.

A teacher-developed final exam will be worth 20→40% of the final grade.