

Sturgeon Composite High School

Examination Room Rules

January 2012

ALL TEACHERS whose class is writing a final exam in the gym **MUST** read these rules to their students during class time well before the exam as some students are only taking one course requiring an exam and need this information. The rules will be posted **OUTSIDE** and **INSIDE** of the exam room and a select few will be reviewed by the presiding examiner who is starting the exam.

1. *****NEW***** All personal items are to remain in the student LOCKERS. This includes backpacks, purses, large coats, and hats. Items required for the examination (pens, pencils, rulers, calculators, student identification) are the only items to be brought to the gym.
2. All **cell phones** and other **electronics** are to be turned off and left in **lockers**. All cell phones or electronics that are found at an exam desk **will be confiscated and the student's exam will be declared invalid. This means that the exam will not be marked and the student will write at the NEXT school exam period. This rule is in force for ALL final exams and enforced by Alberta Education**
3. 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 ID's)
4. **Students are to remain in their desks and raise their hands** if they have questions. A teacher supervisor will come around to speak to the student to help.
5. Students must remain in the exam room for a minimum of **1.0 h**.
6. **ALL PARTS of the EXAMS are to remain on the student desk when they leave the exam room so that there is a minimum of movement in the examination room. Multiple choice answer sheets should be covered so that the name is visible and the answers are not.**
7. All exams **EXCEPT DIPLOMAS** require the student to indicate who their teacher is on the front cover of the question booklet, the multiple choice sheet, the written response sheets, and the numeric response sheet. This facilitates the supervising teachers with exam collection after all exams are done.
8. For **SCIENCE and MATHEMATICS** diploma exams, students must clear calculators and will be checked by teachers in the appropriate subject area prior to the students entering the gymnasium. (This is the responsibility of the respective department heads to organize and **MUST** be done for both Part A and B). Remind all Math Diploma students that when they have had their calculator cleared it defaults to radians. Remind the Science Diploma students to make sure that they return their calculators to degrees after they have had their calculators cleared.
9. There is a further script that is used for the **diploma exams** and the **exam administrator** in charge of starting the exams will handle this.
10. Doors will open **15 minutes** before the exams begin beginning with Diploma Exams. Diploma exam students should be in their desks at 8:45 a.m. Students are to proceed to their exam booklet, sit down, stop talking, and wait for BRIEF instructions and START Time.

Special notes for supervising teachers:

1. Supervising teachers should be in the exam room by **8: 15 a.m. or 12:15 p.m.** to help put out the exams, beginning with the diploma exams.
2. An **administrator** will start the exams unless the start has been assigned to a supervising teacher.
3. If you teach the diploma exam being written you **MAY NOT** be in the exam room for any reason.
4. **Supervising teachers** are to supervise. In that vein, there is to be no chatting in the exam room with other supervisors, no marking, and supervisors are to spread out and rotate regularly.
5. For the first 10-15 minutes of the exam, the teachers are to **check student ID**, starting with the diploma exam students. Class lists for each teacher and class will be on the exam cart. The teachers should take their own attendance **EXCEPT** when diploma exams that you teach are occurring. Attendance will then be done by another supervising teacher or counselor.
6. **At the end of the exam time**, teachers are to pick up all **non-diploma exams** by SUBJECT and TEACHER. **All diploma exams** are to be picked up by SUBJECT and ALPHABETICALLY. This helps minimize distractions while other students are writing.
7. All exams are to be taken to the office by a minimum of **two staff members** and given to Rosemarie Kluthe who will distribute them.