

Examination Room Rules

1. **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 or classroom.
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. **Students are to follow the exam seating plan that will be posted outside of the exam room and/or gym. 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) Students writing a Diploma exam must have a valid Alberta Education ID# (found on your label for the exam and your school ID card)
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 and upon leaving. (This is the responsibility of the respective department lead teachers to organize). When the calculator is cleared it defaults to radians. Make sure you return your calculators to **degrees** after it has been cleared.
9. Doors will open **20 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.
10. Supervising teachers may assign a seat to any student at any time during the examination.
11. Students are asked to dress appropriately and may be asked to reveal the contents of their pockets prior to entering the exam room or at any time during the exam. No hats are allowed in the exam room.
- 12. DRESS CODE APPLIES DURING EXAM TIME**
13. Once the examiner begins with the directions for the exam, there is to be no communication between students.