

Exam Week Guidelines

- Exams are written in the north or south gym.
- Students with accommodations will write in classrooms - students should have already seen Mrs. Johnson to arrange these accommodations.
- Exam locations and student seat assignments will be posted on the Learning Commons Glass and on a board at the north end of the cafeteria.
- Students with two exams scheduled on the same day should have already seen Ms. Payne - if you haven't come to the office right away
- Remember that exams are not rescheduled for vacations
- Students are only required to be at school on the day of their exam
- Students may go home upon completion of their exam
- Attendance will not be taken in the afternoon, but the Learning Commons and Cafeteria will be available for quiet studying for any students who remain at school after their exam is complete.
- students are not permitted to wonder in hallways or bring gaming systems to set up in the school
- Personal items are not to be taken into the exam room. This includes backpacks, purses, large coats, phones, and smart watches. Items required for the examination (*pens, pencils, rulers, calculators, ID*) are the only items to be brought to the gym.
- if students choose to wear a baseball hat, it must be turned backwards - supervisors must be able to see student's eyes
- Students who have a phone or smart watch in the exam room will have their exam removed and receive a mark of zero, no exceptions. Diploma level students will rewrite their exam in August.
- 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 IDs. We have some extra copies of Student IDs at the office
- Students need their own calculator for their math/science exams. We do not have enough to lend to all students. Spare batteries are recommended.
- Calculators will be cleared before and after math and science exams
- backs of calculators will be put on the floor if they are brought into the exam
- Students are to remain at their desks and raise their hands if they have questions or need to use the washroom. A teacher supervisor will come around to speak to the student to help.
- Upon completion of their exam, a student will raise their hand so a supervisor can make sure the exam is completed correctly before dismissing the student.
- Students must remain in the exam room for a minimum of 1.0 hour after the exam commences.