

**EXAM**

**SCHEDULE**

PLEASE POST

## Student Evaluation Policy

A final examination, if written, will count for the percentage indicated in the course outline toward a student's final grade. (The provincial examination marks in Grade 12 English and Math will count for 30% of the student's final grade in these courses.)

***Students who have examination conflicts are to contact the school office immediately.***

### Please note:

If school is closed during examinations for any reasons, the examinations scheduled for the day of closure(s) will be cancelled. Final grades for students in these courses will be based on their term work.

### Procedure:

**January:** All examinations will be written in the gymnasium except Provincial Standards Tests (examinations) which will be written in classrooms as indicated by teachers of these courses.

**June:** Grade 11 and 12 courses will have the exam written in a designated classroom. Grade 9 and 10 courses will have the exam written in the gymnasium. Provincial Standards Tests (examinations) will be written in classrooms as indicated by teachers of these courses.

### Examination Times:

All examinations will begin at 9:00 a.m. and 1:00 p.m. Two hour examinations will end at 11:00 a.m. and 3:00 p.m. Three hour examinations will end at 12:00 p.m. Students must remain in the examination room for a minimum of one hour after the exam begins.

### Lunch:

Lunch may be eaten in the lunchroom from 12:10 p.m. to 12:40 p.m..

### Leaving School After Examinations:

Students do not have to attend school if they are exempt from writing examinations. If students are writing examinations they may leave the school upon completion of the examination providing they do not have another exam to write in the afternoon and have made travel arrangements with their parents' knowledge (i.e. a note from parents giving permission to travel by private vehicle). If students are traveling by school bus they must remain at school during the time they are not writing the examination unless they have a note on file at the school office to leave the school property during the school day. If students live in Sanford they may go home when finished writing their exam.

## **Rules Concerning the Exams**

- Calculators are allowed in the exam room; however, they must be removed from their cases.
- Pencil cases are not allowed in the examination room. Geometry sets are allowed in the examination room but must be kept open at all times.
- Students who are absent from an examination, must contact the school. Following contact with the school, arrangements will be made in regards to determining the final grade.

#### Textbook Returns:

**January:** For courses ending in Semester 1 that do not have a final examination, students may proceed to their course teachers to hand in their textbooks prior to exams beginning. If students are writing examinations, their teachers will instruct students as to when they will be available to accept textbooks.

**June:** For courses ending in Semester 2 that do not have a final examination, students may proceed to their course teachers to hand in their textbooks prior to exams beginning. If students are writing examinations, their teachers will instruct students as to when they will be available to accept textbooks.

Each course teacher will examine a textbook's condition for undue wear and damage and the textbook number will be checked against the number noted on the textbook recording sheet. When these requirements are filled and are satisfactory, the textbook will be deleted from the textbook recording sheet or scanned back into the library. Students are responsible for damage or loss of textbooks. Both costs are based on the replacement cost of the textbook.

#### Report Cards:

**January:** First semester report cards will be issued to students at school at the beginning of the second semester.

**June:** Second semester report cards will be issued to students through the mail in early July.

#### Course Changes:

##### **January:**

If students require course changes that pertain to second semester they can do this in advance. "Course Change Forms" are available in Student Services. Students must obtain this form, complete the top part of it, have it signed by their

parent(s)/guardian(s), and submit it to the office. Students must wait to be called to the office to process their course change. Students are not to quit the course they originally registered in or attend their desired new course until the change has been processed through the office. Students will be called to the office and informed of the results of their request for a course change. **Not all requests for a change may be possible.**

**June:**

When students receive their report card in July, there may be a need to change the courses they selected in the spring. Course change sessions will be scheduled for late August/early September of every year, and at this time students may come in, with a parent, and change their selected courses prior to the beginning of the new school year. The exact date in August/September will be communicated to all parents/students in a letter mailed during the summer. In order for a smooth beginning to the new school year it is important that students desiring a change in their course selections attend a session. Students will be placed in courses on a “first come – first admitted” basis. There may be only limited space available, as most students will have registered for courses in the spring. **Not all requests for a change may be possible.**

**Examination Schedule (January-2019)**

**Grade 12 Provincial Standards Exams**

**Tuesday, January 8                      9:00 am**

**ENG40ST      Rm 21  
ENG40SC      Rm 21  
ENG40SL      Rm 9**

**January 9, 10, & 11**

**All students will report to regularly scheduled English classes to complete their provincial exam.**

**ENG40ST      Rm 21              pm  
ENG40SC      Rm 21              pm  
ENG40SL      Rm 9                am**

**Tuesday, January 22                      9:00 am**

**MAT40SA      Library**

**Wednesday, January 23 9:00 am**

**MAT40SE Library**

**Thursday, January 24 9:00 am**

**MAT40SP Library**

**All examinations below will be written in the gymnasium unless otherwise stated**

**Monday, January 28**

**9:00 AM**

**1:00 PM**

**ENG10F  
ENG20F  
HIS30F  
PHY40S**

**BIO30S**

**Tuesday, January 29**

**9:00 AM**

**1:00 PM**

**MAT10F  
MAT20SE  
MAT30SP**

**FAM25F  
BIO40S**

**Wednesday, January 30th**

**9:00 AM**

**1:00 PM**

**SCI10F  
SCI20F  
PHY30S  
CHE40S**

**FRE10F  
FRE20F**

**Thursday, January 31st**

**9:00 AM**

**1:00 PM**

**SOC10F  
GEO20F  
CHE30S**

**PED10F  
PED20F**

**Friday, February 1st**

**9:00 AM**

**1:00 PM**

**ACE30S**

**PED30F**