

# Exam Information for Students/Parents/Guardians

## Prior to Exams

- Students must write exams according to the block on their timetable
- All students are expected to stay for 75 minutes. Students will have additional time if required.
- Vacations, trips abroad and jobs (e.g. camp counsellor training) are not acceptable reasons for missing exams or final summatives
- Make certain you know the date, time and location of each of your exams. **It is the responsibility of the student to be present at the required time as indicated on the exam timetable**
- Be prepared and know exactly what materials you are allowed to bring into the exam
- **Cell phones may not be used as a calculator or in any other capacity during the exam.**
  - Bring a calculator if you are permitted
- Students are asked to be quiet in the hallways.
- Students who do not have a scheduled exam may be in the library or the cafeteria
- Textbooks/Resources – **All textbooks/resources must be returned to your teacher on the last scheduled day of your class or your exam date if required for studying purposes.**

## Day of Exam

- Students are expected to arrive on time to their exam
- Students are to bring any textbooks/resources to their exam and hand it to the teacher
- All students are expected to write their exams at the scheduled time unless:
  - a student is ill, then:
    - a parent must contact the school on the day of the exam(s), **AND**
    - a medical certificate from the doctor must be submitted to the school
  - there is a family emergency, then:
    - a parent must contact the school on the day of the exam(s)
    - alternative arrangements have been previously approved by the VP
- A student arriving late for an exam must report to the Main Office

## Bus Schedule

- The busses will follow their normal schedules and routes during the Instructional Support/Exam Days
- There will be no late busses on exam days

## Severe Weather Days (Bus Cancellation) Information

- If school transportation is impacted (cancelled) due to severe weather in any geographic area of the WRDSB, the exam schedule in all secondary schools will be postponed by one day.
  - In the event of a Severe Weather Day, all exams will be 'shifted' one school day (i.e. the exam schedule for Tuesday, January 31st will move to Wednesday, February 1st, the schedule for Wednesday, February 1st will move to Thursday, February 2nd)
  - Please Note: The PD Day on Friday, February 3rd will not be moved. Exams scheduled on Thursday, February 2nd will move to Monday, February 6th

## Tips for Exam Writing

- Ensure you have a complete set of accurate notes
- Review your notes. Start with the main points before you return to review the material in detail.
- Prepare study notes
- Make a schedule, so you know what you will be reviewing each night and can cover all the material
- Make sure you know the exam format (e.g. essay, multiple choice, short answer, etc.)
- Listen closely to the teacher's tips on what may be included on the exam
- Ask your teacher for help well in advance of exam
- Get plenty of rest and eat well during exams
- Drink plenty of water. You are welcome to bring water to the exam room