

## **PROCEDURES FOR EXAMINATIONS DURING COVID-19 JANUARY 2021**

1. Most examinations will be written in the gymnasiums. Some exams will be written in designated classrooms.
2. Students will be required to line up for exams at 8:45 am before the scheduled start of their morning exam and at 12:45 pm before the start of their afternoon exam.
3. Approximately 15 minutes before the exam, the various grades/subject areas will proceed into the gymnasium or exam room in total silence, in full uniform.
4. When they arrive at the entrance to the exam room, a teacher will direct them to their individual seats. There must be total silence in the exam room during seating procedures. Any student talking or distracting the proceedings will be sent out.
5. When all students are seated, the teacher in charge will begin the exam with a prayer.
6. The time of termination of the exam will be announced at the beginning of the exam.
7. The teacher in charge will give a 5-minute warning prior to the end of the exam. No students will be permitted to leave the exam room during the last 5 minutes of the exam.
8. When time is called, all students shall cease writing. The teacher in charge will then call out further instructions.
9. There will be total silence in the exam room at all times.
10. No Grade 8 or Grade 9 student may leave an exam until one hour has elapsed and no Grade 10, Grade 11 or Grade 12 student may leave an exam until one hour and 30 minutes have elapsed.
11. No food, gum, drinks or electronic devices are allowed in the exam rooms.
12. Cell phones and personal music players are not allowed in the exam rooms. The possession of unauthorized electronic devices may result in a zero on the exam.

### **RESPONSIBILITIES OF THE STUDENT**

1. You are at school by 8:45 am, in the morning and 12:45 pm in the afternoon.
2. You bring with you the required materials that you will need to complete an exam, i.e. pens, erasers, ruler, calculator, pencils etc. These materials must be in a see-through plastic bag.
3. You report to assigned exam room for attendance when called. You must be in FULL SCHOOL UNIFORM including shoes and socks. Sweaters must be worn for January exams but are optional for June exams.
4. You maintain absolute silence in the foyer and the gym.
5. You do not attempt to communicate with any other person during an exam.
6. You do not cast suspicion on yourself during an exam.
7. No cell phones are permitted in an exam room. Students with a cell phone may receive a zero for the exam being written. Cell phones should be powered off and stored in lockers.
8. Any breach of these responsibilities could result in a zero for the exam you are writing. There will be no appeal once a decision has been made.
9. You hand in all sheets of your answers according to the directions given.
10. If your exams are finished for the day, you must leave the school immediately.
11. Any student in the foyer or halls disturbing the exam will be sent back in to the exam room for the exam period. Any student loitering in the foyer or halls will be sent back to the exam room (gym) until all students are finished writing.
12. ABSENCES: Only in an extreme emergency will a student be allowed to write a missed exam. i.e.
  - a. Illness – must be accompanied by a Doctor's note
  - b. Major Family Trauma  
Parents must contact the school in either of the above, the school must be contacted before the exam is written. Rescheduling of exams will be at the discretion of the Administration, however, the student must report to the school office immediately upon their return to determine if and when he/she can write the exam.