

## STUDENT EXAM EXPECTATIONS - MIDTERMS 2024

**When:** 2024 Midterms will be held from Monday, January 22nd to Monday, January 29th.

Classes will not be in session on these days. If students do not have an exam or workshop, they do not need to be in school. The Commons and Library areas will be open for QUIET STUDY. There will be no food service.

**Where:** Most exams will be written in the gym, with government literacy/numeracy exams to be written in the computer labs. Workshops will be held in classrooms, TBD.

**Arrival:** Students should arrive for morning exams no later than 08:25 am. Students should arrive for afternoon exams no later than 12:25 pm. Students will be required to line up outside the gym where attendance will be taken and then students will be directed into the exam room. Students who arrive late to school may have reduced time to write their exams.

Upon arrival at school, students must place *all unnecessary belongings* in their locker including cell phones, jackets, backpacks, etc.. Students must ensure they are in their correct uniform: proper shoes and socks, etc. Sweaters are optional, but are recommended for the January exam period.

Students arriving at school for oral presentations, interviews and numeracy/literacy provincial exams are expected to be in full school uniform.

Once students enter the exam room, SILENCE is expected. Once the exam is completed, students are expected to leave the school QUIETLY so as not to disturb exams still in progress.

**What To Bring:** Students may bring the following items into the exam room:

- √ Writing tools in a clear plastic bag
- √ Calculator - open for inspection  
(ensure the calculator you are using has been approved by your math/science teacher)  
(ex. graphing calculator vs scientific calculator)
- √ Water only in a closed container

**DO NOT bring any of the following:**

- X Cell phones, smart watches and translators (this will result in a zero)
- X Any notes or papers
- X Any other beverages, food or gum

**Duration:** All school exams are up to **three** hours in length. For the government's Literacy and Numeracy Assessment, students are provided with up to three hours in which to complete the exam.

**Exam Conflicts:** Students are responsible for resolving any exam conflicts; ie, two exams scheduled at the same time. This MUST be done by the deadline set and prior to exam week. See Mr. Salituro to address any conflicts.

**Missed Exams:** Only in an extreme emergency will a student be allowed to write a missed exam.

- Illness: The office must be informed prior to the exam and given a reason for the illness, accompanied by a Doctor's note. Any rescheduled exams must be approved by Mr. Salituro and/or administration.
- Major Family Trauma: Parents must contact the school before the exam is written.  
Rescheduling of exams will be at the discretion of the Administration; the student must report to the school office immediately upon their return to determine if and when he/she can write the exam.

Good luck to all of you!

## Exam procedures:

- There must be **total silence** in the exam room at all times including when students enter and while waiting for the exam to begin. Students who are talking or disturb those around them may be asked to leave the exam room and may lose time to write their exam.
- Upon entering the exam room, students will be directed towards their seat.
- Instructions for exams will be given at the beginning of the exam period. It is the student's responsibility to ensure they are writing the correct exam and have all the necessary sheets/parts to their exam.
- Students will not attempt to communicate with any other person during an exam and will not cast suspicion on themselves during an exam. **Any incident of academic dishonesty may result in a zero for the exam being written.**
- Students will **NOT** be permitted to leave the exam room to get water, refill their water bottles, etc.
- Grade 8 and 9 students may not leave the exam room until at least one hour has elapsed. Grade 10, 11 and 12 students may not leave the exam room until at least 90 minutes have elapsed.
- Once students have completed their exam, they will be directed to hand in their exam. It is the student's responsibility to ensure that they submit all exam sheets/materials before they leave.
- At the end of the allotted amount of time for an exam, students must immediately stop writing their exam.
- Students who finish within the last 5 minutes of allotted time, will be asked to remain at their seats until they are called to hand in their exam.
- Once a student leaves the exam room, they are asked to quietly leave the school or report to a study area (library or commons area) to study quietly.
- Students who are disruptive outside the exam room will be asked to leave the school immediately or may be brought back into the exam room.