

# EXAMINATION REMINDERS FOR ALL STUDENTS

## 1. EXAM SCHEDULES:

- Posted in the Atrium, hallways, and on the website.
- Seating plans will be posted in the Atrium.

2. Doors to the exam room(s) will open 15 minutes prior to commencement time.

3. Please report to the Atrium by 8:30 for morning exams, 12:30 for afternoon exams. You will be moved from the Atrium to the exam room/gym.

4. Approved calculators will be cleared prior to your admittance to the exam room/gym.

5. You must be on time for your exam. Latecomers may be denied entry.

## 6. NOT PERMITTED IN THE EXAMINATION ROOMS:

- No backpacks or bags.
- No jackets or hoodies.
- No electronic devices (cell phones, smart watches, etc.) **Approved calculators permitted for Math/Science exams.**
- No pencil cases – writing tools must be put in a clear plastic bag (Ziploc).
- No calculator covers.
- No books, textbooks, notes, or binders.
- NO SNACKS that are LOUD or not SEALED or not VISIBLE in a Clear Bag.
- No labels on water bottles

## 7. EXAMINATION ROOM PROCEDURES:

- **A SCHOOL PHOTO ID** is required for all exams and MUST be displayed on the examination desk for the duration of the exam. (You will be charged \$2 for a photocopy of your school ID if you forget to bring it).
- Once in the exam room/gym, go directly to your examination desk.
- If you must leave the exam room/gym for any reason, please put up your hand and wait for a supervisor.
- The times posted for your exam are the maximum allowable writing time
- As per Diploma exam procedures, students must remain in the exam room/gym for **a minimum of 1 hour.**
- Upon completion of your exam, raise your hand and a supervisor will ensure all your materials are in order before you are allowed to leave. If you have a calculator, it will be cleared again.
- Students who miss a diploma exam will have to write during another diploma sitting. You will not receive a final grade until you have written your diploma.
- Students who miss a 10 or 20 level exam, must contact their teacher.

8. Students that need access to their lockers must move quickly and quietly.

9. Due to space constraints, students are encouraged to go home after their exams to study, however, the atrium will be available for QUIET study, space is limited.

10. Textbooks must be RETURNED ASAP after your exams.



Good Luck with your exams!