

ST. ROBERT CATHOLIC HIGH SCHOOL

Examination Rules and Procedures

January 2018 Final Examinations

Friday, January 26, 2018 – Wednesday, January 31, 2018

STUDENT RESPONSIBILITIES

1. Students should highlight their exams and room location, date, and time on the attached schedule.
2. Students have the full responsibility for arriving at the exam on the correct date, at the correct time, in the proper location and in full uniform.
3. Students must report to their exam location at least 15 minutes before the scheduled commencement.
4. Students must remain in the exam room for the duration of the scheduled exam time.
5. Students are to be in school only when they are writing an exam. At other times, students are expected to study at home.

ABSENCE FROM AN EXAM:

Students who are absent from an examination because of illness must have their parent/guardian telephone the school by 8:15 a.m. on the morning of their examination (905) 889-6149. A medical certificate signed by the attending physician must be brought to the Attendance Secretary **within 24 hours of the scheduled exam.**

A medical certificate allows a student to miss the day of examinations, but the student will be required to write the examination at a later date, as agreed upon by the Vice-Principal responsible for examinations. Students who are absent from an examination without a legitimate medical reason will be given a grade of zero on the exam.

Note: A family vacation is not considered a legitimate reason.

LATENESS:

All examinations start at **9:00 a.m.** No extra time will be given to students who are late for an examination.

UNIFORMS:

Full uniform is to be worn throughout the examination period. Students will not be allowed to write examinations if they are not in full uniform.

ACADEMIC DISHONESTY (CHEATING)

Cheating will result in an exam mark of zero (0). Students may not share any items during the exam. This includes but is not limited to erasers, calculators, pencils or tissues. No electronic devices are allowed unless permitted by the teacher. This may include but is not limited to dictionaries, translators, programmable calculators, cell phones, and wearable technology devices.

BUSES:

Regular school bus service will be provided every morning to school during the examination period. Afternoon school buses will leave school **promptly at 2:42 p.m.** For the YRT schedule, please check yrt.ca.

CAFETERIA SERVICE

No food will be available for sale in our cafeteria during **any** of the exam days.

TEXTBOOKS:

Students are to bring their textbooks with them to the examination room and place them on the floor by their desks. The textbooks will be collected by their teacher. All other materials such as notebooks, purses, etc. must be placed at the front/back of the examination room. Students will be required to compensate St. Robert for damaged or lost textbooks.

STUDY LOCATIONS:

The Cafeteria and the Library are available study locations during examination time for students. Students must remain in these designated areas.

INCLEMENT WEATHER

If buses are cancelled due to inclement weather, that day's exams will be written on **Thursday, February 1st, 2018**. Other exam days will remain the same.

- Please check local radio and T.V. stations for cancellations and/or the YCDSB website and twitter. The school will also send an automated phone message to inform you.