

June 7, 2018

Dear LPHS Parents and Students:

As you know tomorrow is the last day of classes and our formal exam period begins on Monday June 11. Please see the attached memos with some important reminders and other information about the exam period. **Please make sure to review the Guidelines for exams.**

Tomorrow all students are invited to an outside barbecue beginning at 12:10 on the lower field. Students will also receive their yearbooks tomorrow, and there will be a student - staff soccer game in the afternoon. Buses will depart at the regular time of 3:55.

Have a pleasant evening,

LPHS Administration



LINDSAY PLACE HIGH SCHOOL

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Thursday June 7th 2018

Dear Parents/Guardians:

The school year is quickly coming to an end and the examination period officially begins next **Monday, June 11th**. Please take note of the important announcements/changes below in order that you may plan accordingly.

Schedule during exam days: Students are to follow the exam schedule as of June 11th. The schedule is available on the school website:

<http://lindsayplace.lbpsb.qc.ca/documents1718/2018-06-Exam-Schedule.pdf>

All students need to arrive on time for their exams and may leave once the required time for their presence is over (all students must remain for a minimum of 90 minutes).

Note that there are **tutorials** scheduled for some subjects. Attendance at the tutorials is recommended - especially if a student is experiencing difficulty with a particular subject – but not mandatory.

When there are no exams/tutorials scheduled for your child's grade level, your child is expected to remain at home and use that time for studying. Please note that cycle 1 students must sign out at the main office with a note from parents if they are leaving the building early.

Bussing Schedule: The bussing schedule will remain the same (9:00 a.m. – 3:45 p.m.) up until and including June 15th. As of June 18th, the busses will continue with their regular pick up time but will be departing from LPHS at 1:00 p.m. The bus service ends as of Tuesday June 19th 2018.

Cafeteria Schedule: The cafeteria will be running full service until June 7th; on June 8th there will be breakfast/recess service only as we are having our end-of-year barbecue. Please note that as of June 11th, the cafeteria will be completely closed to students and staff. Although the cafeteria service will be closed, students may continue to use the microwaves in the cafeteria and eat their own lunches there.

Protocol during exams: Please review the attached memo regarding the protocol for exams. Please note that the Smart Watch has been added to the list of prohibited items during exams. Please also note that as warmer weather begins, students should make sure to come with water bottles, as the temperature in the building can sometimes get quite hot.

The LPHS Administration and staff wish good luck to all students during this examination period.

Mr. D. Estok,
Principal

Ms. C. Dane
Vice Principal

LINDSAY PLACE HIGH SCHOOL

GENERAL GUIDELINES FOR EXAMS

BEFORE THE EXAM

- ◆ Each day, lists will be posted in the front lobby to inform students where their class is scheduled to write the exam.
- ◆ Students with accommodations (reader; scribe; quiet room; etc.) will be either in the computer lab or a separate classroom (the location will be posted on the class lists posted on the bulletin board in the front lobby).
- ◆ Please check at the main office if you have any questions.

STUDENTS:

- ◆ **You are responsible for knowing the date and time of each of your exams** – this information is available on the school website. Arrive at school with plenty of time to spare before the start of your exam.
- ◆ You are allowed to enter the exam room 5 minutes before the exam start time, and up to 30 minutes after the exam start time. **If you arrive more than 30 minutes after the exam starts**, you must report to the main office.
- ◆ **For PROVINCIAL EXAMS: If you are more than 30 minutes late, you will NOT be allowed to write your exam. You will have to write the supplemental exam in August.** These exams include: Sec 4 Science and Math, as well as Sec 5 English and French.
- ◆ Note that students will only be exempt from an exam for health reasons if a supporting document from a doctor is provided. The letter from the doctor must clearly state the diagnosis, and that the student is not able to write an exam on a specific date (the date of the exam in question must be included on the doctor's note).

IN THE EXAM ROOM

- ◆ Once the exam has started, talking is NOT permitted.
- ◆ **The following items are NOT permitted in the exam room:** cell phones and other electronic devices (e.g., Ipods, Smart watches, MP3 players, game units, any device that connects to the internet etc.). These items will be confiscated by the invigilator and given to the school administration. Students who refuse to give any such items to an invigilator will be asked to leave the exam room.
- ◆ **The following items ARE permitted in the exam room:** pen, pencil, eraser, ruler, compass, protractor, bottled water.

IN THE EXAM ROOM (continued)

- ◆ The following items are permitted in the exam room **ONLY if indicated on the cover page of the exam:** calculator, memory aid, dictionary, and thesaurus.
 - ◆ Any materials NOT related to the exam being written (e.g., bags, books, personal items, etc.) MUST be placed at the front of the exam room.
 - ◆ Please refer to the LPHS policy on testing for further information (p. 18 of the student agenda).
 - ◆ **ALL** students are to remain in the exam room for an hour and a half (90 minutes).
 - ◆ **Students must NOT be unsupervised at ANY time during the exam.**
- If a student **OR** invigilator must leave the room FOR ANY REASON, use the exam floater.

AT THE END OF THE EXAM

INVIGILATORS:

- ◆ Collect **all exam materials** from each student.
- ◆ **Students will remain in the GYM if they are permitted EXTRA TIME** (see the bullet above under “Before the Exam” for other accommodations) to complete their exams. These students will be identified on the class list in the exam package.
- ◆ **Return ALL EXAM MATERIALS to the Exam Depot.** Do NOT return any exam materials directly to another teacher. Please place the exams in alpha order.

STUDENTS:

- ◆ **School bus departures:**
 - June 11 – 15 @ 15:55
 - June 18 – 19 @ 13:00
 - ◆ **If you have completed the day’s exam(s):**
 - Go to the study hall in the library OR cafeteria OR open gym (upper gym).
OR
 - Leave the school and get ready for your next exam(s).
- **Cycle 1 students MUST sign out in the main office.**