



LINDSAY PLACE HIGH SCHOOL

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Tuesday June 5th 2017

Dear Parents/Guardians,

The school year is quickly coming to an end and the examination period officially begins this coming **Thursday, June 8th**. 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 8th. The schedule is available on the school website:

<http://lindsayplace.lbpsb.qc.ca/documents1617/2017-06-Exam-Schedule.pdf>

Students need to arrive on time for their exams and may leave once the required time for their presence is over (Sec. 1 & 2 students must remain for the entire duration of the exam; Sec. 3-5 must remain for a minimum of 1 hour).

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 cycle 1 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 16th, 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 20th 2017.

Cafeteria Schedule: Except for Wed. June 7, the cafeteria will be running full service until June 9th; on June 7th there will be breakfast/recess service only as we are having our end-of-year barbecue. Please note that as of June 12th, the cafeteria will be completely closed to students and staff. Although the cafeteria service will be closed, students may continue to eat and use the microwaves in the cafeteria.

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 who have requested a **READER** for their exams must report directly to the **the LIBRARY** – lists will be posted to indicate where students should go for their exams.

INVIGILATORS:

- ◆ Report to the Exam Depot **AT LEAST 15 MINUTES** prior to the start of the exam.
- ◆ Lay out all exam materials for students so that they can start the exam promptly.

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, History 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 a doctor must clearly state the diagnosis, and that the student is not able to write the exam, as well as the date of the exam.***

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, MP3 players, game units, any device that connects to the internet etc.). **Note that “Smart Watches” are included in the list of prohibited items.** These items will be confiscated by the invigilator.
- ◆ ***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, 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.
- ◆ **Students must NOT be unsupervised at ANY time during the exam.**
 - ➔ If a student **OR** invigilator must leave the room FOR ANY REASON (e.g., bathroom break), call for the exam floater or an administrator.
- ◆ **Secondary 1 & 2:** Students must remain in the exam room for the **ENTIRE DURATION** of the exam.
- ◆ **Secondary 3, 4, & 5:** Students must remain in the exam room for a **MINIMUM of one hour – EXCEPT** if the teacher has indicated otherwise in his/her instructions.

AT THE END OF THE EXAM

INVIGILATORS:

- ◆ Collect **all exam materials** from each student.
- ◆ **Escort students to the LIBRARY if they are permitted EXTRA TIME** 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.

STUDENTS:

- ◆ **School bus departures:**
 - ➔ June 07 – 15 @ 16:00
 - ➔ June 16 – 21 @ 13:00
- ◆ **If you have completed the day's exam(s):**
 - ➔ Go to the study hall in the library OR cafeteria OR open gym
OR
 - ➔ Leave the school and get ready for your next exam(s).
 - ➔ **Cycle 1 students MUST sign out in the Cycle 1 office.**