

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.**