

# LINDSAY PLACE HIGH SCHOOL

## GENERAL GUIDELINES FOR EXAMS

### BEFORE THE EXAM

#### INVIGILATORS:

- ◆ Report to the main office **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.
- ◆ 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 **outside the library** to indicate where students should go for their exams.
- ◆ 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.

### 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.). 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, paper Mandarin-English dictionary only (no electronic devices).
- ◆ 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.

## **IN THE EXAM ROOM (continued)**

◆ **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), the invigilator must call for the exam floater or an administrator.

◆ **STUDENTS MUST REMAIN IN THE EXAM ROOM FOR THE ENTIRE DURATION OF THE EXAM.**

The Main Office will provide Sudoku, crossword, and word search puzzles for students who finish their exams early. It is a good idea for students to bring reading material to fill the time until the end of the exam.

## **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 MAIN OFFICE.** Do NOT return any exam materials directly to another teacher.

### **STUDENTS:**

◆ **School bus departures on January 29, 30, and 31, February 1 and 2** @ 13:00

➔ Following the morning exam, **students must go to the Open Gym OR Cafeteria OR Library until 12:45.**

➔ **Students must have WRITTEN permission from a parent/guardian to sign out early.**

➔ Students must sign out in the Main Office.