

LINDSAY PLACE HIGH SCHOOL

GENERAL GUIDELINES FOR EXAMS

BEFORE THE EXAM

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. The Resource Department has communicated with students regarding accommodations 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.
- ◆ **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.
- ◆ **Student lockers** must be emptied by June 7. Therefore, students will **NOT** have access to lockers during the exam period.

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.
- ◆ **STUDENTS MUST REMAIN IN THE EXAM ROOM FOR AT LEAST 1/2 THE EXAM'S DURATION,** unless otherwise indicated on the MEES exam instructions.

AT THE END OF THE EXAM

STUDENTS:

- Following exams or tutorials, students must go to the Open Gym OR Cafeteria OR Library.
- Please remain quiet in the hallways, as exam are still in progress.
- If you have finished your exams/tutorials for the day:

SENIOR STUDENTS (Secondary 3-4-5): May leave the school without written permission.

JUNIOR STUDENTS (Secondary 1 & 2): You must have WRITTEN permission from a parent or guardian to leave the school. This note must be presented to the Main Office prior to departure.