

**BROOKLIN HIGH SCHOOL**  
**2018 – 2019 ~ SEMESTER ONE**  
**EXAM RULES & PROCEDURES**

In preparation for exams this semester all students must read and understand the following exam rules and procedures:

1. Exams are from Wednesday, January 23 to Monday, January 28. The exam schedule is available on the School Info App, school website and is posted throughout the school.
2. Exams begin at 8:30 am and run for 1.5 or 2.0 hours. Students are responsible for arriving on time with adequate writing supplies.
3. Students arriving late for any exam must report to the office before going to the exam. Students arriving late will be given the remaining time to write the exam.
4. If a student is absent for an examination, they must prove that the absence was unavoidable. In the case of illness a doctor's statement is required stating **medically unfit for exams**. If necessary, the school will arrange alternate examinations for illness or family tragedy. In the case where the absence is deemed to be invalid, the exam mark shall be zero and incomplete. The report mark shall reflect its impact and the credit jeopardized.
5. Exam Attendance - Examinations are clearly marked on the school calendar. Students are expected to write exams during these time periods. Alternate exam settings will not be arranged to accommodate family vacations, employment or other personal activities.
6. If buses are cancelled for any reason, exams scheduled for that day will be rescheduled for the following day. All exams will be moved to the next day in the schedule.
7. School buses will run on the regular schedule. Buses will arrive at 8:10 a.m. and depart at 2:15 p.m.
8. At the conclusion of their exam students must leave school property. The only exception to this rule is students who normally take a school bus. These students must either remain in the cafeteria or leave school property. **Students are not to be in the halls while exams are in session.**
9. Last day for cafeteria service is Tuesday January 22. Food will not be sold during the examination period.
10. The Library Commons will be not be open during the examination period.
11. Students may not bring to their seat in the examination room, or during the examination refer to, any books, papers, electronic devices or other aids unless the use of such material/equipment is authorized by the teacher on the examination paper. If such materials are brought to an exam room, students will be required to leave them at the front of the room. **Using/possessing unauthorized material or electronic devices (cell phone, wearables etc.) during an exam may be perceived as cheating.**
12. Students shall not communicate with one another in any manner whatsoever during the examination. **Communicating with another student during an exam may be perceived as cheating.**
13. If a student is suspected of cheating or assisting someone else to cheat, at the end of the exam the student and their examination papers will be brought to the office. A mark of zero or other school consequences may be assigned by an administrator.
14. Students may not leave the examination room unescorted for any reason, and this includes using the washroom.
15. Students writing 1.5 hour exams must remain in the exam room for the full time of the exam. Students writing a 2 hour exam may only leave after 1.5 hours or stay the duration of the exam.
16. **School Dress code remains in effect.** Pajamas and/or slippers are not permitted.
17. Wednesday January 30<sup>th</sup> is Exam Review and Credit Completion Day. Credit completion is at the professional discretion of the classroom teacher.

**Good Luck on your exams!**