



ST. IGNATIUS OF LOYOLA CATHOLIC SECONDARY SCHOOL

SEMESTER 2 - FINAL EXAM SCHEDULE – JUNE 2017

MONDAY JUNE 19	TUESDAY JUNE 20	WEDNESDAY JUNE 21	THURSDAY JUNE 22	FRIDAY JUNE 23
GRADE 12 PERIOD 5 FINAL EXAMS	GRADE 12 PERIOD 3 FINAL EXAMS	GRADE 12 PERIOD 2 FINAL EXAMS	GRADE 9, 10, 11, 12 PERIOD 1 FINAL EXAMS	GRADE 9, 10, 11 PERIOD 2 FINAL EXAMS

MONDAY JUNE 26	TUESDAY JUNE 27	WEDNESDAY JUNE 28	THURSDAY JUNE 29	FRIDAY JUNE 30
GRADE 9, 10, 11 PERIOD 3/4 FINAL EXAMS	GRADE 9, 10, 11 PERIOD 5 FINAL EXAMS *Grade 12 Exam Review 11 am -12 pm	Conflict/ Rescheduling Day	EXAM REVIEW DAY Teachers are available to review exams in designated rooms from 8.30 am – 12.pm & 1 – 2.30pm	P.A. DAY *FINAL REPORTS will be mailed home during the first week of July.

- All exams begin at **8:30 A.M.**
- Grade 9 & 10 Exams are 1 ½ hours in length; Grade 11 & 12 Exams are 2 hours in length.

EXAMINATION PROCEDURES FOR STUDENTS

TEXTBOOK RETURN

All textbooks and course materials will be collected from your desk at the beginning of the exam. Students **must return all texts/materials issued by your teacher**. Students who do not have the textbook/course materials or the money/cheque to pay for these school materials will be sent to the Vice-Principal. Parents will be contacted. No extra time will be allotted due to this issue. Students who still have outstanding texts/materials after exams **will not be issued any textbooks/materials for Semester 1 courses in September 2017** until all outstanding items are returned or payment has been received.

EMERGENCY CLOSURE POLICY

In an emergency situation, if buses are cancelled but the school is open, and/or the school is closed, then no exams will be written on that date and students will be notified on the local radio stations. Information relating to school closures may also be found on the HCDSB website at www.hcdsb.org. Exams will be written **on the next school day** and the remaining exam schedule will be moved back one day. This means that if the buses are cancelled on a Tuesday, the Tuesday exams will be written on Wednesday, the Wednesday exams on Thursday, etc.

CONFLICTS

Any student with a conflict must report the conflict to Mr. McDougall, Vice Principal immediately. A conflict occurs when a student has 2 exams scheduled at the same time. Special arrangements will be made for such situations.

POLICY- STUDENTS MISSING EXAMS

If a student is absent due to illness, the parents/guardians must phone the school by 8:00 a.m. on the day of the examination. A medical certificate is required by the end of the next school day. The examination will be rescheduled upon receipt of a doctor's certificate. **Absences not substantiated by a medical certificate or not authorized by the school will result in a mark of "0"**.

DRESS CODE

The examination days are civvies days. Our usual policy is in effect; proper attire is required. Tank tops/halter tops, midriff or crop tops, shorts shorter than mid-thigh, tight clothing and pajama-type clothing are **NOT ALLOWED**. As per our usual policy for uniform or civvies days, **HATS ARE NEVER WORN AT ANY TIME OF THE DAY IN THE BUILDING**. Students not dressed appropriately will be sent to the Vice-Principal. Please review our *Dress Code Guidelines for Non-Uniform Days & School Events* at <http://loyola.hcdsb.org/uniform-policy/> for more details.

EXAMINATION PROTOCOL

- Students who are not scheduled to write an examination are not required to be in school. However, students who are in school and not writing an examination **MUST** be in the Cafeteria or Library.
- Students are responsible for being at the examination at the proper time and date.
- Students who arrive late for exams must report to the Attendance Office before proceeding to the examination room. No extra time will be allotted.
- All paper supplies required to write the examination will be supplied by the teacher. Students are expected to bring their own pens, pencils, erasers, rulers, etc...These items cannot be borrowed from other students during the exam.
- Coats, notes, purses, etc... are not allowed in the examination rooms. Leave these items in your lockers.
- **Personal electronic devices are not permitted in examination rooms.** The use of any device (smartphones, iPhone, tablets, iPads, etc ...) that interferes with or disrupts any examination will result in the student being removed from the examination room. **This may result in a mark of "0" and/or a suspension/expulsion.**
- Once the exam is in progress, no students will be allowed to leave the room unless accompanied by a teacher.
- Cheating Policy: All instances of cheating are considered serious and will be reported to the Vice-Principal. Cheating will result in a mark of "0".
- Students writing a 2 hour exam may leave after 1.5 hours or must wait until the end of the 2 hour examination. Students writing a 1.5 hour exam may leave after 1 hour or must wait until the end of the 1.5 hour examination.

****Students should begin to prepare for examinations NOW****

Develop a reasonable study schedule and follow it.

PREPARE + PLAN + ORGANIZE + STUDY = SUCCESS