

**ALDERSHOT SCHOOL
EXAMINATION INSTRUCTIONS FOR STUDENTS**

GENERAL COMMENTS

1. Be sure that you know the location, time and date for your examinations. It is your responsibility to be at the correct room, at the correct time and on the correct day.
2. **There will be no cafeteria service during exam week.** The cafeteria location will be open for those students who wish to study.
3. You need to attend school only for the examinations you are writing. The remaining time is free for studying.
4. If you arrive early for an examination, you are to stay in the **Cafeteria**. You are not to go to your locker until 15 minutes before the start of your examination.
5. If you arrive up to 15 minutes late for an examination, you are to report to the exam room to complete the exam in the allocated time.
6. If you arrive more than 15 minutes late for an examination, you are to report to the office to see the Principal, Vice-Principal or designate.
7. Absences due to illness during exams must be reported to the Vice-Principal in charge by at least the morning of the exam. **This can be done by a phone call but must be followed up with a written note submitted no later than the day after all the examinations have been written. If this is not done, a mark of zero may be issued. This rule also applies to all summative work done during the weeks prior to the formal exam period.** Many subjects have more than one component to the final exam, and each of these is equally important. Make certain you check the schedule posted in every classroom so that you do not miss any important testing, either prior to or during the formal exam period.
8. **INCLEMENT WEATHER:** If buses are cancelled during exams due to inclement weather- Exams are cancelled for the day. The exam schedule will shift one day (i.e. Friday's exams are held on Monday, Monday's exams are held on Tuesday etc.). If schools (or a school) are closed during exams - Exams are cancelled for the day. The exam schedule will shift one day (i.e. Friday's exams are held on Monday, Monday's exams are held on Tuesday etc.)
9. Please check one of the following sources if you are in doubt about school closures:
 - Halton District School Board website (www.hdsb.ca) • Halton Student Transportation Services (www.haltonbus.ca) • Telephone recording through the Board's main switchboard at 905-335-3665 or Toll free at 1- 877- 618-3456 • Television Stations: CHCH, CITY TV, CP24
 - AM Radio Stations: CFRB 1010 AM, CJOY 1460 AM, CHML 900 AM, CKOC 1150 AM, CHWO 740 AM, AM680NEWS, CHAM 820 AM.
 - FM Radio Stations:CHFI 98.1 FM,WAVE 94.7 FM, Y108/107.9 FM, CING 95.3 FM,CKFM 99.9 FM,KLITE 102.9 FM,CBC 99.1 FM,CIMJ 106.1 FM.
10. Buses will run on a regular schedule throughout the examination period.

SPECIFIC DIRECTIONS:

1. A mark of "0" will be given to students who provide to another person or have on their person or at their desk, any information which has not been authorized relating to the subject being examined. A mark of "0" will be given to any student who communicates with another student during the examination for the purpose of cheating.
2. Texts should be returned to the location predetermined by your classroom teacher. Leave all books and notes at the front of the room or in the location given by the presiding teacher when told to do so. Anything left in the cafeteria/library/ classroom left at the student's own risk.
3. Be sure that;
 - a. all materials that you bring with you to the examination must be pre-approved by the teacher; this includes all electronic devices. Calculators **cannot** be substituted with other electronic devices such as phones.
 - b. you have all necessary materials for writing; pen, pencil, ruler etc. You will not be permitted to borrow any of these during an examination. It is wise to bring along extra supplies.
 - c. if you need additional paper, raise your hand and the teacher presiding will bring it to your desk. Paper (foolscap) will be supplied.
 - d. you write on one side of the foolscap only.
4. Once the examination has begun, if you have any questions – raise your hand and quietly ask the question of the presiding teacher when he or she comes to your desk.
5. **All students must stay in the exam room for a minimum of ONE hour.**
6. There is no talking once you have entered the examination room.