



HOLY TRINITY CATHOLIC SECONDARY SCHOOL EXAM SCHEDULE – JANUARY 2019

THURS. JAN. 24 th 9:00 am	FRI. JAN. 25 th 9:00 am	MON. JAN. 28 th 9:00 am	TUES. JAN 29 th 9:00 am	WED. JAN 30 th 9:00 am
Students writing the exam for the course scheduled for PERIOD ONE on their timetable.	Students writing the exam for the course scheduled for PERIOD TWO on their timetable.	Students writing the exam for the course scheduled for PERIOD THREE AB OR BC on their timetable.	Students writing the exam for the course scheduled for PERIOD FOUR on their timetable.	This day will be for exams that need to be rescheduled due to weather or approved absence (eg. Doctor's note)

- Students will write their Periods 1, 2, 3AB or BC and 4 exams in their regularly scheduled classrooms according to their timetable.
- **All exams will commence at 9:00 am each day.** Exams can range from 1 ½ hours or 2 hours.
- **Thursday January 31st is EXAM REVIEW DAY.** Teachers are available to review exams in designated rooms from 8:30-12:00 and 1:00-2:40 (**Not Available 12:00-1:00**). Buses arrive and drop off at regular times.
- **Friday, February 1st – is a PA Day – second semester begins on Monday, February 4th.**
- **NOTE: School buses will be running regular times in the morning and afternoon during examinations. There will be no early dismissal bus runs.**
- **If the school is closed for any reason the exam that should have been written on that date will be the following day and all exams will be pushed back one day.**

HOLY TRINITY CATHOLIC SECONDARY SCHOOL
January 2019 EXAMINATION PROCEDURES

1. Illness, substantiated by a doctor's note, is the **ONLY** legitimate excuse for missing an exam.
2. If you are going to be absent due to illness, your parent/guardian **must** phone the Attendance Office by 8:30 a.m. on the day of the exam and see a physician to get a doctor's note.
3. **If** a note is provided upon your return, your exam will be rescheduled. **If** a doctor's note is not received upon your return, a mark of **zero** may be assigned.
4. **All missed exams** will be written as arranged with the Vice-Principal (likely on Wednesday January 30th, 2018 in a room specified by the Vice-Principal).
5. Students who arrive late for an exam **MUST** report to the Attendance Office before proceeding to the examination room. **Extra time may not be allowed to complete the exam.**
6. Students will be admitted to their classroom (**Examination Room**) 5 minutes prior to the start of the examination.
7. **Silence is to be maintained from the moment you enter the Examination Room.** Please take your seat and begin writing your examination as directed by your classroom teacher/supervisor.
8. All paper supplies required to write the exam will be provided by your classroom/supervising teacher. Students are expected to provide their own pens, pencils, erasers, ruler, calculator, etc. Pencil cases are not permitted in the examination room.
9. If calculators are allowed during an exam, you **MUST** provide your own; **borrowing will NOT be allowed.** Instruction booklets pertaining to calculators are **not allowed** in the examinations room.
10. Coats, purses, gym bags, books, notes, electronics etc. **will not** be permitted into the examination room.
11. All students writing the examinations are expected to **remain** in the examination room for at least one hour. Students not writing the examination are expected to remain in the cafeteria or library for the entire examination period. **NO** students are to be in the hallways during examination time. They should not be out of the room to go to the washroom.
12. Students who have a spare in their timetable are not required to be in school on that particular day.
13. **Cheating Policy:** No phones or electronic devices are allowed in the exam room. If a student is caught cheating during an exam, or if a student is in possession of any material that could be used for cheating during an exam, the incident will be reported to the Vice-Principal immediately and a mark of **ZERO** may be assigned.
14. **Dress Code:** Exam days are Civvies Days. Proper attire is required – e.g. tank tops, halter tops, bare midriffs or bare shoulders, short skirts, and torn or ripped jeans are **not permitted.** **Hats are never to be worn in the building.**
15. **Buses** – January 24 – January 31st inclusive, buses will run on their normal schedule. **There will be no early dismissal bus runs. The regular bus schedule will be followed on Monday February 4th.**
16. **Textbook Return:** Students are responsible for returning the **textbook(s) issued to them** and any outstanding money for textbooks/materials **PRIOR** to writing the exam. **STUDENTS WHO HAVE NOT RETURNED OUTSTANDING ITEMS MAY NOT BE ADMITTED TO THE EXAMINATION AREA, AND WILL BE SENT TO THE VICE-PRINCIPALS.**
19. **EMERGENCY SCHOOL CLOSURE POLICY:** If for any reason, i.e. inclement weather, the school is closed for a day during the exam period, the remaining exam days will be shifted back one day (e.g. if school is cancelled on Thurs. January 24th, that exam will be written on Friday January 25th and so on..

Exam schedule on back