

## **Examination Room Rules**

All bags, books, coats and jackets must be left in the designated space at the front of the room or in the hallway. Hoodies are discouraged, but if you choose to wear one, you must carry it into the exam room and shake it out/show it to the supervisor. Hats may not be worn, and hoods may not be up.

Students are not permitted to have electronic devices in the examination room: cell phones, smart watches, air pods, etc. These devices are strictly prohibited and must be left in the student's locker, vehicle, or at home. Any students caught in violation of this will have their exam taken away and their mark invalidated.

All exam materials must remain in the examination room: students may not remove any part of the exam, including the tear-out sheets, scrap paper, data booklets, or rough drafts.

Students may not enter or leave the examination room without the supervisor's permission and must be escorted by a supervisor if leaving to use the washroom.

Students who arrive more than one hour after the exam has begun will not be allowed to write the exam. Students who arrive late but within the first hour *may* be allowed to write at the Principal's discretion. Students may not hand in a completed exam until at least one hour of the examination time has elapsed.

Students may not talk, whisper, or exchange information or examination writing tools or materials, including calculators, with another student. Students must keep their eyes on their own exams.

When the exam has been completed the student shall raise their hand and wait for the exam supervisor to come and collect the exam.

### **Diploma Exams:**

All students writing diploma exams must have photo ID. ID is to be placed on the top right-hand corner of the desk before the exam begins. Photo ID can include a driver's license, a passport, or student ID card.

## **Allowable Materials:**

**Math & Science Exams:** Approved calculators, rulers, and protractors are allowed in the examination room. Calculator covers are not permitted and must be left outside. No reference materials are allowed in the examination room.

**English Language Arts (Part A):** Students may use a print dictionary (English and/or bilingual), a thesaurus, and an authorized writing handbook (see below).

*A Canadian Writer's Guide- Second Edition* (only) (J. Finnbogason & A. Valleau)

*A Canadian Writer's Reference* (D. Hacker)

*Checkmate: A Writing Reference for Canadians* (J. Buckley)

*English Language Arts Handbook for Secondary Students* (Alberta Education)

*Fit to Print: The Canadian Student's Guide to Essay Writing* (J. Buckley)

*The St. Martin's Handbook for Canadians* (A. Lunsford, R. Connors, & J. Segal)

*The Writing Process* (Q. L. Gehle & D.J. Rollo)

**French Language Arts (Part A):** Students may use a print dictionary (French and/or French-English bilingual), a French thesaurus, a book of verb forms/tenses, and an authorized writing handbook (see below).

*Avec brio: Guide pratique de communication* (G. Jean)

*Référentiel pour la révision de textes* (Éditions L'artichaut)

**Social Studies (Part A):** Students may use a print dictionary (English and/or bilingual), a thesaurus, and an authorized writing handbook (see below). None of the materials may contain appendices that include Social Studies content (i.e. maps, historical time-lines, etc.).

*A Canadian Writer's Reference – Second Edition* (only) (D. Hacker)

*Checkmate: A Writing Reference for Canadians* (J. Buckley)

*English Language Arts Handbook for Secondary Students* (Alberta Education)

*Fit to Print: The Canadian Student's Guide to Essay Writing* (J. Buckley)

*The St. Martin's Handbook for Canadians* (A. Lunsford, R. Connors, & J. Z. Segal)

*The Writing Process* (Quentin L. Gehle & Duncan J. Rollo)

**English Language Arts (Part B), French Language Arts (Part B), and Social Studies (Part B):** No reference materials or dictionaries are allowed in the examination room.

***Any student in possession of materials not allowed in an examination room will have his/her mark invalidated.***

## **Getting Ready:**

- Ensure that you have fresh batteries for your calculator.
- Bring pens, HB pencils, an eraser, a pencil sharpener, a highlighter. Materials are to be in a clear plastic bag – pencil cases are not permitted.
- Review exam times with your teacher so that you know when and where to show up. Plan to arrive at your exam at least 20 minutes early.
- Dress for comfort – coats are not permitted and if brought will be left at the front of the exam room.
- Students are permitted to bring water to the exams. Drinks must be in clear bottles and snacks must be in clear containers or baggies – nothing with labels.
- After the exam, students must leave the exam area.
- As of January 17<sup>th</sup>, students are only required to attend on days they are writing.

## **Conflicts:**

Should a student be unable to write on the scheduled date, they may write on the designated conflict day. A request must be submitted to the office prior to Friday, January 26<sup>th</sup>. Approvals will only be granted on a case-by-case basis. Students must write on their scheduled date, the conflict date, or in June. Students are not permitted to write their exams early.

***\*Diploma exams cannot be rescheduled – the next sitting will be in April.***

## **Academic Integrity:**

Optimum learning takes place only when students approach their work with intention and integrity. We expect students to complete all exams on their own and to follow all examination rules and regulations. Cheating of any kind will not be tolerated. Any student found to be cheating on an exam will have his/her mark invalidated and will face disciplinary actions.

Students are to keep their eyes on their own papers. They are not permitted to look at other students' exam papers.

Students are asked to keep their answers covered up as much as possible for the duration of the exam.