

EXAMINATION PROCEDURES FOR STUDENTS
Colonel By SS 2018

- It is the student's responsibility to know his/her personal examination timetable. Hard copies are available in the Main office. All examinations must be written on the date and time indicated. Parents/guardians and students should work with an Administrator to address a conflict should it occur.
- Students who are more than 15 minutes late for an exam must report to the office.
- Students not writing an examination may study at home. Those who choose to come to school are to study quietly in the Cafeteria. Sections of the school in which examinations are being written will be out of bounds. Quiet access to lockers is permitted at the end of the examination block only.
- In the event of serious illness:
 - the parent/guardian must call the school in advance of the examination (613-745-9411) to speak to a Vice Principal. A medical certificate must be submitted to the school as soon as possible.
- While every student receives time and a half for all exams, others may receive various accommodations. Please see Mr. Chapman for more information.
- If the school is closed due to inclement weather or other circumstances:
 - the local radio stations will announce this.
 - the examination schedule will "bump and slide" and all exams will move forward by one day (i.e. if Monday's exams are cancelled, they would be written on Tuesday, etc.).
 - if in doubt, contact the school at 613-745-9411.

Within the examination room, it is the student's responsibility to be aware of the following:

- cell phones/smart phones will not be permitted in the exam rooms and are not acceptable for use as calculators
- follow directions given by the supervising teacher(s).
- bring the required materials (e.g. pen, pencil, ruler, calculator, etc.) in a see-through container (e.g. ziplock bag).
- check that all parts of the examination have been received.
- turn in the examination with name on all sheets.
- refrain from communicating with other students in any way.
- Do not have in your possession any unauthorized materials which appear to be for the purpose of getting or giving assistance to oneself or another student: including but not limited to all electronic devices.

SPECIAL NOTES

- Morning examinations begin at 9:15 am.
- Afternoon timeslots will be reserved to address student exam conflicts.
- Students who have conflicts are to report them to Mr. Ruch immediately
- Only bottled water is permitted in the exam rooms.
- Non-essential items (e.g. backpacks, hats, cell phone) must be left in the student's locker.
- Students must remain in the exam room for the first hour.

STUDENT SUCCESS

Student Success Programming will be held throughout the exam period.

EXAM TIME

Exams start at 9:15 am. All students are to be granted extended time (time and a half) to provide them with the opportunity to demonstrate their learning

For any student with an IEP, the granting of additional time beyond the scheduled time would be determined by explicit language regarding time beyond time and a half in their IEP, and evidence that the granting of additional time was utilized over the course of the year in regular classroom practice. Cases such as these would not be common in practice and need to be assessed on an individual basis. Please contact Mr. Chapman for further information.

**WISHING YOU THE BEST OF LUCK
ON YOUR EXAMS!**