

COLONEL BY SECONDARY SCHOOL JUNE 2017 EXAMINATION SCHEDULE

Final Copy: May 8, 2017

DATE	TIME	GRADE 9	GRADE 10	GRADE 11	GRADE 12
Wednesday JUNE 14	9:15am G1	ENG 1D (2.25) ENG1P (2.25)	ENG 2D (2.25) ENG2DE (2.25)	SBI 3U (3) SBI 3UE (3)	MHF 4U (3)
	12:15pm				
Thursday JUNE 15	9:15am G2	MPM 1D (2.25) MPM 1DE (2.25)		LWS CU (2) FSF3UE (2)	SBI 4U (3) MAP4C (2.25) SES4U (3)
	12:15pm				
Friday JUNE 16	9:15am G3	FIF 1D (2) FSF 1DE (2)	FSF2DE (2) MFM 2P (2.25)	ENG 3U (3)	ENG4U (3)
	12:15pm				
Monday JUNE 19 *SST Credit Recovery Open n Library*	9:15am G4	SNC 1DF (3) SNC 1D (3)	MPM 2D (3) MPM2DE (2.25)	FSF3U (2) MHF 4U1 (2) MHF 4U2 (2)	FSF4U (2) LWSDU PSK4U (2.25)
	12:15pm				
Tuesday JUNE 20 *SST Credit Recovery Open n Library*	9:15am G5	SNC 1DJ (3) SNC 1DE (3)	SNC 2DJ (3) SNC 2DE (3) FSF2D (2)	MCR 3U (2.25) MCF 3M (2.25) MBF3C (2.25)	MCV 4U (2.25)
	12:15pm				
Wednesday JUNE 21 *SST Credit Recovery Open n Library*	9:15am G6		SNC 2D (3) SNC 2DF (3)	SCH 3U (3) SCH 3UE (3)	SCH 4U (3)
	12:15pm	Music Class Art	Recital Make-up Project Make-up	Music Class Art	Recital Make-up Project Make-up
Thursday JUNE 22 *SST Credit Recovery Open n Library*	9:15am G7		FIF2D (2) LWSBD (1.5)	SPH 3U (3) SPH 3UE (3)	HSB4U (3) SPH 4U (3)
	12:15pm				
Friday JUNE 23 *SST Credit Recovery Open n Library*	9:15am G8			ENG 3UE EE prep session	
	12:15pm	Music Class	Recital Make-up	Music Class	Recital Make-up
Monday JUNE 26	9:15am	Teacher	Scheduled	Practical	Exams
	12:15pm	E-Learning RCR Conflicts	E-Learning RCR Conflicts	E-Learning RCR Conflicts	E-Learning RCR Conflicts
Tuesday JUNE 27	9:15am	Teacher E-Learning	Scheduled E-Learning	Practical E-Learning	Exams E-Learning
	12:15pm	RCR Conflicts	RCR Conflicts	RCR Conflicts	RCR Conflicts

*Student Success Programming – Credit Intervention (see page 2)

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Students are advised to read the instructions on the other side of this schedule.

Time indicated on this schedule includes the time and a half accommodation for all students on the exams.

EXAMINATION PROCEDURES FOR STUDENTS

- 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. Only in exceptional circumstances will additional time will be granted.
- Students not writing an examination may study at home. Those who choose to come to school are to study quietly in the Atrium/Annex or 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 office by 9:00am, Friday, June 23, 2017.
- Only students entitled to double time, an alternate work place, a scribe or a quiet setting as stated on their IEP shall qualify for extended time on exams. These students will write their exams in room 234/235. Arrangements are made through the Special Education Dept. 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:

- 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 his/her name on all sheets.
- raise his/her hand if assistance is required.
- refrain from communicating with other students in any way.
- not have in his/her 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).

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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 Ms. Buffett-Riddell immediately (i.e. writing more than one exam at the same time).
- 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.
- Music performance and practical exams will be scheduled by the subject teacher and posted outside of the Music Room. A copy of the schedule will be held by the VPs.

STUDENT SUCCESS

Student Success Programming will be held in the Library from Monday, June 19 to Friday, June 23. Alternate Performance Tasks will be arranged for identified students.

EXAM TIME

All students are to be granted extended time (time and a half) to provide them with the opportunity to demonstrate their learning. The point of reference for determining extended time is the length of the exam itself, not the length of time that other students may access to write it.

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.

Standard times used for Evaluations:

Academic	(gr 9/10)	a 2.0 hour exam to be scheduled in a 3.0 hour time slot
Applied	(gr 9/10)	a 1.5 hour exam to be scheduled in a 2.25 hour time slot
University / Mixed	(gr 11/12)	a 2.0 hour exam to be scheduled in a 3.0 hour time slot
College / Open	(gr 11/12)	a 2.0 hour exam to be scheduled in a 3.0 hour time slot

The time on the Exam Cover Sheet indicates the time based on the length of exam as well as the EMBEDDED time and a half in the time slot.

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