

Hadley Junior High School and Philemon Wright High School
EXAM RULES & REGULATIONS FEBRUARY and JUNE SESSIONS

Please note: Some evaluations/exams will be held in-class before or after the mid-year schedule and June schedule. Attendance to all these exams is mandatory and the same examination rules and regulations apply to these in-class exams.

Exam Session Expectations FOR STUDENTS:

1. Students are responsible for supplying their own pens, pencils, erasers, calculators, memory aid, dictionaries and rulers for each examination. Staff will NOT supply these on the day of the exam.
2. Students who are late (30 minutes or more) WILL NOT be admitted to an examination room and may not receive any extra time. They should report immediately to Reception for further information.

Students will receive a mark of "0" for any exam missed that is not supported by a *medical certificate* or *death certificate* (in the event of the death of an immediate family member). These are Ministry guidelines. All documentation supporting an absence must be forwarded to Ms. Barnes or Ms. Smith in the Guidance Office within five days of the absence.

3. All forms of **CHEATING** will result in a mark of **ZERO** for the exam. A **ZERO** on the exam may result in a failure of the course. The student will be suspended from school and subsequent exams for the academic year may need to be written in July or August. Students must not knowingly help another candidate; receive help from another candidate; and/or use materials other than those prescribed by the examiner
4. Cellular phones, iPods, and other electronic devices may not be accessed or on during exams. **If an electronic device is heard or used during the writing of an exam it will be considered cheating.** A mark of zero will be issued. Electronic devices may be used in the cafeteria or outside when not in exams.
5. Bags and jackets: Students will not have access to their lockers at any time during exams. All student possessions are to be kept neatly under the student's desk during the entire time they are in the exam. Sometimes students will be asked to leave their belongings at the front or back of the room or gym. Students cannot access their bags or jackets for any reason once the exam begins. At Hadley only, a student may be allowed to access their bag for a) reading material or b) studying for their next exam and only after they have a) checked over their exam and b) their exam has been collected by their supervisor, or received permission from an invigilator.
6. Certain hallways will be closed during exams and unavailable for students to access. Further information will be provided.
7. At Hadley, students must stay for the duration of the exam. At PW, students must stay for at least half of the maximum time for the exam (i.e. must stay 1 hour for a 2 hour exam), except for English exams where grade 9 & 10 students are required to stay for a minimum of 2 hours and grade 11 students must remain the full 3 hours.
8. Washroom breaks: There will be no washroom breaks for the first or last 30 minutes of any exam (unless student has provided medical documentation stating otherwise). Supervisors will escort a student (ONLY one student to be permitted a washroom break at a time). The student must a) not have a cellular device of any kind in their possession and b) be accompanied by a supervisor.
9. Students should check with their subject teachers for individual guidelines for use of textbooks or other resources during the exam period.

Behavioral Expectations:

10. All school rules apply, **including the dress code**, for the entire exam period and for all school-related activities. Students not dressed appropriately will be denied access to exam locations until the dress code policy is met.
11. When their examination is complete, students must go to the cafeteria, library or outside.

A complete exam schedule has been provided to students and is available online at
http://hadleypwhs.com/hp/Exam_Info.html

Students with conflicts should notify Ms. Barnes or Ms. Smith
after which a notice will be issued explaining how to proceed.

Parents or students requiring further information concerning examinations should contact
Student Services at 819-776-3158: Ext. 2312 for Ms. Smith (grade 10 and 11)
& Ext. 2321 for Ms. Barnes (grades 7, 8 and 9).