



Hadley Junior High School
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www.hadlepwhs.com

Hadley's

Enriched French & General English Program

Exam Handbook

Winter 2020

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For more details, please visit <http://hadlepwhs.com/academics/>

Hadley Junior High School
EXAM RULES & REGULATIONS

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

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 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 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.
4. Students will not have access to their lockers at any time during exams. During the writing of an exam, backpacks, purses, and jackets must be placed under your chair and not accessed during exams.
5. At Hadley, students must stay for the duration of the exam.
6. Washroom breaks: 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.
7. **Bags and jackets: 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.
8. Students should check with their subject teachers for individual guidelines for use of textbooks or other resources during the exam period.

Behavioral Expectations:

9. Disruptive / Uncooperative Behavior: Any student who is disruptive, uncooperative and/or disrespectful during the exam period may be sent home (ie suspended) for the remainder of the exam period and will have the opportunity to write exams during the summer school session in July or August, at their own cost / expense.
10. Cellular phones, iPods, and other electronic devices may be used/accessed in the school cafeteria only (the same school rule as the rest of the year). Access to these devices during the writing of an exam will be considered cheating. **CELL PHONES AND DEVICES MUST BE TURNED OFF.**
11. All school rules apply, **including the dress code**, for the entire exam period and for all school-related activities.

Need help?

A complete exam schedule has been provided to students and is available online at <http://hadleypwhs.com/academics/exams.html>

819-776-3158, Ext.

Students can contact the guidance office.

Student Absences, Lates and Conflicts

- MEES Uniform Exams **MUST** be written on the exact date/time prescribed by the Ministry – there are no exceptions to this rule. Students who are absent for these exams will need to write the exam the next writing session (June, August)
- Teachers and Mrs. Payne should be contacted and consulted immediately upon discussion of any movement of exams for their students (conflicts or serious illness)
- Mrs. Payne approves any changes to a student's exam
- If a student misses an exam, one of the following arrangements will be put into place:
 - For unjustified reasons (sickness without a medical note, sleeping in, etc.), students will receive a mark of **zero** on the exam
 - For a justified reason [see Appendix], students will receive an **NE** (not evaluated) on the exam [in this situation, some teachers may request that the student still write the exam as a diagnostic but it will not be weighted]
 - It may be possible for the exam to be **proctored off-site** (only under special circumstances, must be pre-approved by Mrs. Payne)

Lates: Students will not be permitted to enter an exam after the first 30 minutes have elapsed.

- Late arrivals need a late slip from the attendance officer before going to their exam
- If there is a pre-arranged medical appointment approved by Administration that will have a student arriving after the first 30 minutes, they will only be permitted to enter the exam before the release of other students (first half) and with a valid medical note

Illness: A student/parent will be required to provide a medical note if absent from an exam. If a valid note is provided within 5 days of the exam, the student will be granted an NE. If no note is provided, the student will receive a zero.

Acceptable reasons for missing an exam and earning an NE (not evaluated) are:

- Serious illness or accident confirmed by a medical report or certificate;
- Death of a close relative;
- A court summons;
- Participation in an important event, determined in advance by the Principal in accordance with Ministry directives

English

Grade 7

Teachers: Ms. Dickson & Mr. Swann

In-class dates: Reading Task and Assessment: Monday, January 27th - Friday, January 31st

Format:

- **Reading Task and Assessment**
Students will be reading, highlighting text, taking notes, participating in group discussion and writing a response in class.

Items permitted into exam:

Pencils, pens, erasers, sharpener, white-out, highlighters

Tips:

- Review the response rubric, understand the terms
- Review the codes and conventions of a short story
- Review stories read and know the various main messages/themes encountered in order to make connections to the exam text.

Grade 8

Teachers: Mrs. Brown, Ms. Forrestall, Ms. Garcha

In-class dates:

Reading Task and Assessment: Monday, January 27th - Friday, January 31st

Format:

Reading Task and Assessment

Students will be reading, highlighting text, taking notes, participating in group discussion and writing a response in class.

Items permitted into exam:

Pencils, pens, erasers, sharpener, white-out, highlighters

Tips:

- Review the response rubric, understand the terms
- Review the codes and conventions of a short story
- Review stories read and know the various main messages/themes encountered in order to make connections to the exam text.

French / Français

Grade 7

Teachers: Mme Bertrand, Mme Bourdy, Mme Campbell, Mme Parent

Exam Session date: Feb 3rd 2020 1 pm

- **Format:**
- The examination consists of an assessment of the competence to read texts in French.
- The reading booklet will contain several texts.
- The questionnaire includes multiple-choice and short-answer questions.

Items permitted into exam:

- Pencils, blue/black pen, eraser, sharpener, white-out, highlighters, dictionary, *Bescherelle*

Tips:

- Review: make sure to read all of the notes you took, including verb tenses, grammar (CARGO/POINTCOM).
- Bring your materials
- During teamwork (interaction/participation), pay attention to all tasks in class because it will be useful for your final assessment (writing).
- During your French exam in the gym, you must read carefully the instructions, complete your checklist prior to your good copy, use your dictionary and your *Bescherelle* to edit your text.

Grade 8

Teachers: Mme Bonneau, M. Cabeceiras, Mme Gagnon

Exam Session dates: Feb. 6th 2020 1 pm

Format:

- The examination consists of an assessment of the competence to read texts in French.
- The reading booklet will contain several texts.
- The questionnaire includes multiple-choice and short-answer questions.

Items permitted into exam:

- Pencils, blue/black pen, eraser, sharpener, white-out, highlighters, dictionary, *Bescherelle*

Tips:

- Review: make sure to read all of the notes you took, including verb tenses, grammar (CARGO/POINTCOM).
- Bring your materials
- During teamwork (interaction/participation), pay attention to all tasks in class because it will be useful for your final assessment (writing).
- During your French exam in the gym, you must read carefully the instructions, complete your checklist prior to your good copy, use your dictionary and your *Bescherelle* to edit your text.

Geography / Géographie

Grade 7

Teacher: Ms. Christie
No mid-year exam

Grade 7 enrichi

Teachers: Mme Bertrand et Mme Bourdy
No mid-year exam

Grade 8

Teacher: Ms. MacLeod
No mid-year exam

Grade 8 enrichi

Teacher: Mme Gagnon
No mid-year exam

History / Histoire Enrichi

Grade 7

Teacher: Ms. Christie
No formal mid-year exam. In-class dates: Monday, January 27th - Friday, January 31st

Grade 7 enrichi

Teachers: Mme Bertrand et Mme Bourdy
No formal mid-year exam. In-class dates: Monday, January 27th - Friday, January 31st

Grade 8

Teacher: Ms. MacLeod
No formal mid-year exam. In-class dates: Monday, January 27th - Friday, January 31st

Grade 8 enrichi

Teacher: Mme Gagnon
No formal mid-year exam. In-class dates: Monday, January 27th - Friday, January 31st

Math

Grade 7

Teachers: Ms. Barnes, Mr. Lachance, Ms. Dhaliwal

Exam Session dates:

C1: Monday February 5th 2020 9:00am to 11:00pm (2hr)

C2: Monday February 3rd 2020 9:00am to 11:30pm (2.5hr)

Format & Rules:

Competency 1: Situational Problem:

- There are 2 booklets, a TASK booklet & a STUDENT booklet.
- The TASK booklet contains the problem to be solved. Read through it carefully, highlight or underline key words/sentences.
- The STUDENT booklet is where ALL your work is to be shown.
- The STUDENT booklet usually has a blank table at the back. After reading the context, look at the table to help you get started. What needs to be filled in in the table is the work you need to show.
- Show all work: include formulas, label for each step, units of measurement and any ideas/strategies used in solving. Part marks may be given even if you do not have the correct solution.
- Validate answers where appropriate. You may use a memory aid, calculator, geometry set.

Competency 2: Mathematical Reasoning:

- There are 2 booklets, a QUESTION booklet & a STUDENT booklet.
- The QUESTION booklet contains the multiple choice questions, and short answer questions.
- The STUDENT booklet has several additional Application questions (long answer)
- The STUDENT booklet is where ALL answers are written and ALL work must be shown.
- Show all work for the short answer and application questions. Include formulas, units of measurement, labels for each step, any ideas/strategies used in solving. Part marks may be given even if you do not have the correct solution.
- Validate answers where appropriate.
- ONLY THE STUDENT BOOKLET WILL BE MARKED. DO NOT put your answers in the question booklet.

Items permitted into exams:

- Memory Aid (a single 2-sided page handwritten by the student), geometry set, calculator, pencils, pens, erasers, sharpener, white-out, highlighters,

Tips:

- Take time to review your notes and all assessments.
- Create a memory aid that has information on EVERY topic covered so far this school year, make sure your memory aid is neat & organized, there is time to create a new & improved memory aid.
- Make sure you have the correct math tools, i.e., calculator, geometry set, pencils, eraser, and highlighter for word problems.
- See your teacher at lunch to review and practice concepts.
- Do some practice on word problems, practice exams or review sheets.
- Practice - do the extra problems that weren't assigned in the workbook and/or re-do some of the more difficult problems and check if you'll get the same answer.
- Put examples of problems on your memory aid to look back on if a similar-type problem comes up on the exam.
- When you think your memory aid is ready, compare it to one of the teachers to see if you have everything.
- Check your teacher's website for extra practice/information regarding exams.

Grade 8

Teachers: Ms. McKinnon, Ms. Murphy, Mr. Lachance, Ms. Arnold

Exam Session dates:

C2: Tuesday, Feb. 4, 2020 from 9 a.m (2hr)

C1: Thursday, Feb. 6, 2020 from 9 am (2.5 hr)

Format & Rules:

Competency 1: Situational Problem:

- There are 2 booklets, a CONTEXT booklet & a STUDENT booklet.
- The context booklet contains the problem to be solved. Read through it carefully, highlight or underline key words/sentences.
- The STUDENT booklet is where ALL your work is to be shown.
- The STUDENT booklet usually has a blank table at the back. After reading the context, look at the table to help you get started. What needs to be filled in in the table is the work you need to show.

- Show all work; include formulas, steps, units of measurement and any ideas/strategies used in solving, part marks may be given even if you do not have the correct solution.
- Validate answers where appropriate. You may use a memory aid, calculator, geometry set.

Competency 2: Mathematical Reasoning:

- There are 2 booklets, a QUESTION booklet & a STUDENT booklet.
- The question booklet contains the 6 multiple choice questions (4 marks each) & 4 short answer questions (4 marks each).
- The STUDENT booklet is where ALL answers are written and ALL work must be shown.
- The STUDENT booklet also has 6 Application questions worth 10 marks each.
- Show all work for the short answer and application questions, include formulas, units of measurement, steps, any ideas/strategies used in solving, part marks may be given even if you do not have the correct solution.
- Validate answers where appropriate. You may use a memory aid, calculator, geometry set.
- **ONLY THE STUDENT BOOKLET WILL BE MARKED. DO NOT** put your answers in the question booklet.

Items permitted into exam:

- Pencils, pens, erasers, sharpener, white-out, highlighters, geometry set, calculator

Tips:

- Take time to review your notes and all assessments.
- Create a memory aid that has information on EVERY topic covered so far this school year, make sure your memory aid is neat & organized, there is time to create a new & improved memory aid. See your teacher's website for sample memory aid ideas.
- Make sure you have the correct math tools, i.e., calculator, geometry set, pencils, eraser, and highlighter for word problems.
- See your teacher at lunch to review and practice concepts prior to the exam.
- Do some practice on word problems, practice exams or review handouts.
- Practice - do the extra problems that weren't assigned in the workbook and/or re-do some of the more difficult problems and check if you'll get the same answer.
- Put examples of problems on your memory aid to look back on if a similar-type problem comes up on the exam.
- When you think your memory aid is ready, compare it to one of the teachers to see if you have everything.
- Check your teacher's website for extra practice/information regarding exams.

Science and Technology

Grade 7

Teachers: Mme. Piercy & Mr. Ross

Exam Session dates: Wednesday, February 5th, 2020 1:00 p.m. to 3:00 p.m

Format:

- Time allocated is 2 hours.
- Each student must work alone.
- The student must first read the exam questions in the Student Booklet. They must then complete the Answer Booklet by providing all the required information for each question.
- Part A: 20 multiple-choice questions. (2 Marks each)
- Part B: 15 constructed-response questions. (4 Marks each)

Tips:

- Collect all your notes and handouts and place them in order of date. You should have separators for each of the units.
- Go through your notes and handouts highlighting new words or words you don't understand. On cue cards write the word on one side and the definition on the other side. Have your friends or parents use these to quiz you to enhance your memory.
- Reread the relevant workbook sections. Create concept maps to enhance your learning.
- Collect your old quizzes and correct the questions you have wrong. Review these later by trying to remember which ones you had wrong, recall the correct answers and then check the quiz to see if you are correct. Repeat the next day.
- Once you have done this, visit your teacher at lunch to confirm all this is in order. You can do this for any subject to improve your grades

Materials to bring to the exam:

- Pencil, eraser, highlighter, ruler, and sharpener.
- You are NOT allowed the following items for the exam: memory aid, or any unauthorized material (e.g., notes, binders, textbooks, dictionary, calculators and any other type of electronics).

Grade 8

Teachers: Mr. Cheung, Mme Piercy, Mrs. Arnold

Exam Session dates: Tuesday February 4, 2020 1:00 p.m. to 3:00 p.m.

Format:

- Time allocated is 2 hours.
- Each student must work alone.
- The student must first read the exam questions in the Question Booklet. They must then complete the Student Booklet by providing all the required answers for each question.
- Part A: 20 multiple-choice questions. (2 Marks each)
- Part B: 15 constructed-response questions. (4 Marks each)

Tips:

- Have all your notes and binder organized by chapter/unit.
- Check if you have all the notes/exams/worksheet for review.
- Have clear and concise notes; if they are not clear (or incomplete), ask for help.
- Come in at lunch time for remediation.
- Review with a friend or family.
- Have cue cards to review (optional, but very useful).

Materials to bring to the exam:

- Pencil, eraser, highlighter, ruler, and sharpener.
 - You are NOT allowed the following items for the exam: memory aid, any unauthorized material (for example: notes, binders, textbooks, dictionary, calculators and any other type of electronics are not allowed).
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Preparing for Success at Exam Time

#1 **Be motivated & positive, attitude is everything:**

The first step towards success is deciding that studying is an important part of achieving success and being motivated to do what it takes to reach your end goal. If you believe you will be successful – it's half the battle.

Review your Term 1 and 2 Report Cards. Think about any improvements you've made since September. Remember that even the smallest improvement is a step towards success. Talk with your parents, guardians or teachers about approaching exams and any anxiety or doubt you may feel. They will probably tell you that with the right amount of planning and focus, you can be successful.

#2 **Setting up a study spot:**

The place where you study and review your subject material is as important as how much you study. Create a spot for yourself at home that is used only for studying over the next few weeks – not your bed, not the living room, not the cafeteria or coffee shop! The best spot will be a desk in your bedroom, a desk in the basement, a table somewhere in your home – anywhere that is mostly free of interruptions and distractions.

You will use this space a lot! Make sure you have pencils, pens, calculators, geometry sets, erasers, extra paper – whatever you need to be able to do your work. If you have trouble finding these supplies, please contact a teacher or the school to see if we can help.

#3 **Create a plan:**

You will have looked at the exam schedule many times to find out which day you write which subject. Some subjects will require more study time than others. List exam subjects from most difficult to easiest. Beside each subject, list

- a) what material is going to be covered
- b) how much time you think it will take you to review that material
- c) which teachers you should visit during lunch hour to get help with review or to answer any questions you may have (particularly for the top 3 most difficult exams on your list!).

#4 **Make a study calendar:**

With the information created above, you can now start mapping out your evening and weekend study time. Yes, almost all successful people, whether at school or in their jobs, work in the evenings and on weekends – not all the time, but when there are important tasks that must be accomplished well.

A daily evening calendar that is set up in 20 minute blocks is most effective – you will remember the most at the beginning and end of these 20 minute sessions.

Make sure you leave time for dinner, socializing online, any evening activities you participate in, and ensuring you are not up too late and staying on top of homework.

Include the 2 weekend days in this calendar and block study time the same as you would during the evening. Add exam day evenings in there too, for these evenings can be used for review.

#5 Set some goals:

Perhaps you are almost passing a subject, perhaps you are having difficulty earning that last 2-3%. Perhaps you are passing well, but would love to move into the 75-80% grade range or higher. Perhaps the CEGEP program you want requires minimum grades that you're not quite at. What would make that small difference? What gives you the most trouble? Is it the style of test – short answer, multiple choice, essay answers? Ask your parents or guardian about their school or work experience and what they found has helped in these situations. You may be surprised at the experience they have!

Most teachers have practice tests, old exams, sample questions that they are happy to provide you with and will even go over your answers during a lunch hour work session. All of these little steps will make a difference with help and support from teachers and parents.

#6 Reading the text book and class notes is not enough!

It has been proven that you only have a 25% retention rate when you only read your notes/textbooks. Everything else you do increases that retention rate substantially.

Passively looking at the words on a page is what most people do and never go beyond. The techniques suggested below requires your mind to work with the material, reorganize it, and, in the process, make it part of yourself. As long as you are a passive studier, the information will always be someone else's.

You can learn more actively by...

- ✓ Reading aloud to yourself or a partner
- ✓ Teaching the material to someone
- ✓ Making up a rhyme
- ✓ Rewriting key ideas in your own words
- ✓ Drawing a picture/diagram
- ✓ Recopying class notes, copy from textbooks or make cue cards
- ✓ Ask yourself pertinent questions and answer them aloud
- ✓ Make connections and associations – what do you know that will help you retain the information?

#7 Chunk the material, and repeat, repeat, repeat!

Summarize! This is called chunking the material. A best practise of studying is to try to organize your material so that common elements are reviewed together. It is easier to memorize five headings with five items each than to try and cram 25 seemingly unrelated pieces of data into your long-term memory. There won't always be a pattern, but the act of analyzing the lists in search of patterns will help you memorize the material.

Sifting out the most important information in a piece of text will help you realize what you need to know and what you do not. When you summarize this information, not only are you going over the information again (repetition), but you are forced to determine which information is MOST important for each exam. Summarizing also allows you to "make it personal" by putting it in your own words and making the facts and information more meaningful.

#8 You are never done studying!

Up until the moment you walk into the exam room, there is always studying time available. Information can never be reviewed too many times. Stick with it! Whenever you can – on the school bus, in the caf, in the car - go over the information one more time.

#9 Exam Day – be prepared:

You need to be rested, which means getting a good sleep. Cramming the night before, staying up late to finish work – all of this works against succeeding at exams. Students should eat breakfast, bring snacks on the bus and have all necessary supplies. Being rested and fed ensures that upon arrival at school, students can stay calm and focused, or at least be better able to stay calm and focused.

#10 Coping with Exam Stress and Anxiety:

Everyone experiences a certain level of stress when placed in these kinds of situations – there is a healthy, productive level of stress. When the stress reaches too high a level, it is counter-productive – it causes your brain to essentially "shut down". Many students suffer from anxiety, but there are strategies and tools you can use to help feel more at ease during these times.

Stay in a positive state of mind by telling yourself "I can do it!", by picturing yourself being successful. Upon arrival at school on the morning of an exam, students should avoid talking with their peers who feel they are under-prepared, express negativity about the test or exam, etc.

Students should arrive at least 10 minutes ahead of a scheduled exam in case there are any issues that arise. You should come with all needed materials (pencils, eraser, calculator, dictionary, geometry set, water, etc.). Above all, you should stay calm and focused, because if you've followed steps 1 through 9, in all likelihood you will be successful!