

EXAM SCHEDULE AND PROCEDURES

DATES	THURS. JUNE 22	FRI. JUNE 23	MON. JUNE 26	TUES. JUNE 27	WED. JUNE 28
EXAM TIMES	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5
9:00 - 10:30a.m. 9:00 - 11:00a.m. 9:00 - 11:30a.m. Students may ONLY dismiss $\frac{1}{2}$ hour before the end of their scheduled exam times.	COURSE CODE <hr/>	COURSE CODE <hr/>	COURSE CODE <hr/>	COURSE CODE <hr/>	COURSE CODE <hr/>
	ROOM <hr/>	ROOM <hr/>	ROOM <hr/>	ROOM <hr/>	ROOM <hr/>
	TEACHER	TEACHER	TEACHER	TEACHER	TEACHER
After exam completion	Home to study	Home to study	Home to study	Home to study	

PROCEDURES

1. **School Shutdown** (e.g. snowstorm, no running water, electricity blackout, etc.). If school is cancelled due to a school emergency, the exams that were to be written on that day will be written on the following day (i.e. if Thursday, June 22nd are cancelled, these exams will be written on Friday, June 23rd). All other exams will be written one day after originally scheduled. *Reminder: Listen to radio station 900 CHML, television CHCH TV for news of inclement weather affecting school closure. Also, you may consult the school website (chs.hwcdsb.ca) and the board website (www.hwcdsb.ca).*
2. You must be present for all of your scheduled exams unless you have a medical certificate supporting your absence. The medical note must be from a physician and must indicate the date for which you are unable to write the exam for medical reasons.

Students missing exams without medical authorization will be given a zero for the exam.
3. It is your responsibility to know the date, time and location of your exams. You must arrive on time, prepared to write your exam. Complete your personalized exam schedule on the front side of this sheet.
4. The earliest a student may leave an exam is one-half hour before the scheduled completion of the exam.
5. **Full school uniform is required by students during exam week.** Uniform violations will be dealt with by the Vice-Principals. Students may be sent home to change.
6. Books, coats and bags will not be allowed in the exam room. Do not leave valuables in the hallways or outside any examination areas. Place all valuables in your locker. **Electronic devices other than a calculator are NOT permitted in the examination room.**
7. Once the exams have started, students will not be permitted to leave the examination room unless authorized by a supervising teacher and escorted by a teacher.
8. Course textbooks are to be handed in to your teacher on the day your final exam is scheduled, at a location to be designated by your teacher. Students must return textbooks to their teacher or make an arrangement with their Vice-Principal. Textbooks in courses without final exams are to be handed in to your teacher on or before the last day of class.
9. At the end of the exam, submit all papers to the teacher. Once you leave the exam room, no papers or pages or other materials will be accepted for marking or assessment.
10. Professional Development day will be held on Thursday, June 29, 2017.