

**2017-2018 SEMESTER 1 EXAMS
INSTRUCTIONS FOR STUDENTS**

1. **The exam period begins at 8:30 AM on Friday, January 26, 2018 and continues until Wednesday, January 31, 2018.** Thursday, February 1 and potentially Friday, February 2 will be required for exam writing if buses are canceled (not delayed) on any of the exam days. Students are expected to be available to write their exams on any of these days.
2. **Check the posted exam schedule carefully.** Know when and where you are to write the final exam. Plan to be in the room 10 minutes before the exam period is to begin.
3. **Attendance at exams is mandatory.** If a student is unable to be present for an exam, parents / guardians must notify the office immediately. Legitimate reasons for missing an exam are bereavement, illness, and court; documentation is required within 24 hours for these situations. Failure to be excused from the exam will result in a mark of "0" for the exam portion of the mark. Please note that when students miss exams for legitimate reasons, teachers will use their professional judgment to estimate the student's final mark.
4. **If you are late for an exam,** contact the school immediately to explain your circumstances. Report to the office upon arrival to the school. Lateness to an exam will be evaluated, on a case by case basis, by the vice-principals.
5. **Students are permitted to leave the exam room after 1 hour** as long as the exam has been completed to the teacher's satisfaction. Washroom breaks should be avoided. If required, a teacher will escort you to the washroom.
6. **Hallways are out of bounds until 10:30 AM.** Students will not be permitted to go to their lockers until after 10:30 AM.
7. **Textbooks are to be returned by or at the time of the exam.**
8. **Leave coats, backpacks, cell phones, tablets, and other audio/visual/electronic devices in your locker.** Materials not required for the exam (e.g. notebooks) should be placed at the front of the exam room prior to the start of the exam. Cell phones, tablets and other audio/visual devices are not permitted in the exam room unless otherwise indicated by the teacher.
9. **Be prepared.** Make sure you have a pen/pencil, eraser, calculator and anything else you might need to complete the exam. Please remember that once the exam has begun, you will not be allowed to leave the room to get something you have forgotten.
10. **If cheating is suspected during the exam,** the student will be allowed to complete exam. Administration will be informed and an investigation will be performed.

If cheating has been determined during or after the exam, administration will be informed. There will be a conference involving administration, teacher and student. A mark of zero may be assigned. Parents/guardians will be informed if the student is under 18 years old.

11. **If you plan to stay at school after your exam,** then you are to remain in the Library or the Cafeteria. Cafeteria food services will not be available after January 26. School buses will leave at their regular time.
12. **Demonstration of Learning Courses**
Students taking grade nine and ten applied courses have the option of not writing the final exam if they meet the demonstration of learning criteria which were outlined at the beginning of the semester. Students will be notified of whether they have this option on Wednesday, January 24, 2018.

13. **Bus Delays / Cancellations:**

- In the event that inclement weather forces the cancellation of buses in any of Zones 1 through 4; exams at all Sarnia-Lambton secondary schools will be cancelled for the day and the exam schedule will be pushed back one day.
- In the event that fog causes a disruption to transportation in any of Zones 1 through 4:
 - buses for secondary students in those zones will be operated at a two hour delay and start time for exams at all Sarnia-Lambton secondary schools will be delayed for two hours. Exams will begin at 10:30 AM.
 - If conditions do not improve the delayed secondary routes will be cancelled and exams cancelled for the day. A decision will be made and posted by 7:30 a.m. if buses are to be operated.
 - Buses will run at the end of the day, as normal.

Classes on Last Day of Semester

- If buses are cancelled due to inclement weather on the last day of the semester (Thursday, January 25, 2018), exams will still begin on Friday, January 26, 2018 as scheduled.

More Than One Day of Cancellations During Exam Week

- If buses are cancelled for two (2) or more days during exam week, Senior Administration will determine appropriate action to address the lost time and second semester start-up.

In the event of inclement weather, students and parents/guardians should listen to local radio stations for announcements regarding transportation and the exam schedule or visit www.schoolbusinfo.com or the MySBI app.