**LCCVI Exams – January 2020**

**Instructions for Students**

1. **The exam period begins at 8:30am on Friday January 24 and continues until Wednesday January 29, 2020**. Thursday January 30, 2020 will be required for exam writing if buses are canceled (not delayed) any of the exam days. Students are expected to be available to write their exams on any of these five exam days.
2. **Check the 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. Your teacher will have a schedule of exams.
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 (doctor’s note is required within 24 hours), and court. Failure to be excused from the exam will result in a mark of “0” for the missed exam.
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-principal.
5. **Students are expected to remain in the exam room for a minimum of one hour**. Washroom breaks should be avoided. If required, a teacher will escort you to the washroom.
6. **Hallways are out of bounds during the exam period.** Students should be respectful in the halls after they leave their exam and move to the Cafeteria, Library or out of the building.
7. **Textbooks are to be returned before or at the time of the exam**.
8. **Coats, backpacks,** should be kept in your lockers during the exam time**. Cell phones** should be turned off and put away during the exam unless permitted by the teacher for exam purposes.
9. **Be prepared**. Make sure you have a pen/pencil, eraser, calculator and anything else you might need to complete the exam.
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 will be assigned. Parents will be informed if the student is under 18 years old.

1. **If you plan to stay at school after your exam**, then you are asked to remain in the Library or the Cafeteria. Cafeteria food services will not be available after January 23. Buses will leave at their regular time.
2. **Bus Delays / Cancellations**:

* If busses are cancelled exams will be bumped back one day.
* If busses are delayed (i.e. Fog) busses transporting students will be delayed by 2 hours.

**Students and parents should listen to local radio stations, school twitter or go to** [**www.schoolbusinfo**](http://www.schoolbusinfo)**.com for announcements regarding transportation and the exam schedule.**