

**JEAN VANIER CATHOLIC SECONDARY SCHOOL EXAMINATION**  
**PROCEDURES AND PROTOCOL FOR STUDENTS**

**TEXTBOOK RETURN**

All textbooks and course materials will be collected from your desk at the beginning of the exam. Students must return all texts/materials issued by your teacher. Students who do not have the textbook/course materials or the money/cheque to pay for these school materials will be sent to the Vice-Principal. Parents will be contacted. Students who still have outstanding texts/materials/library books after exams will not be issued any textbooks/materials for future courses until all outstanding items are returned or payment has been received.

**EMERGENCY CLOSURE POLICY**

If buses are cancelled or the school is closed, students will be notified on the local radio stations. If this occurs, those exams will be written on the next school day and the remaining exam schedule will be moved back one day. This means that if the buses are cancelled on a Tuesday, the Tuesday exams will be written on Wednesday, the Wednesday exams on Thursday, etc...

**POLICY- STUDENTS MISSING EXAMS**

If a student is absent due to illness, the parents/guardians must phone the school by 8:30 a.m. on the day of the examination. A medical certificate is required by the end of the next school day. The examination will be rescheduled upon receipt of a doctor's certificate. Absences not substantiated by a medical certificate or not authorized by the school will result in a mark of "0".

**PERSONAL ELECTRONIC DEVICES**

Personal electronic devices are banned from examination rooms. The use of any device (cell phones, ipods, etc. ...) that interferes with or disrupts any examination will result in the student being removed from the examination room. This may result in a mark of "0" and/or a suspension.

**EXAMINATION PROTOCOL**

- All exams are to be written in your regularly scheduled classroom, according to your timetable.
- Students will be admitted to their classroom (examination room) 5 minutes prior to the start of the examination.
- Students who are not scheduled to write an examination are not required to be in school. However, students who are in school and not writing an examination MUST be in the Cafeteria or Library.
- Students are responsible for being at the examination at the proper time and date.
- Students who arrive late for exams must report to the Attendance Office before proceeding to the examination room. No extra time will be allotted.
- All paper supplies required to write the examination will be supplied by the teacher. Students are expected to bring their own pens, pencils, erasers, rulers, etc...These items cannot be borrowed from other students during the exam.
- Coats, notes, purses, backpacks, etc... are not allowed in the examination rooms. Leave these items in your lockers.
- Once the exam is in progress, no students will be allowed to leave the room unless accompanied by a teacher.
- Cheating Policy: All instances of cheating are considered serious and will be reported to the Vice-Principal. Cheating will result in a mark of "0".
- Students writing a 2 hour exam may leave after 1.5 hours. Students writing a 1.5 hour exam may leave after 1 hour.
- Buses will run on their usual schedule during exams.

**\*\*\*Students should begin to prepare for examinations NOW\*\*\***

**Develop a reasonable study schedule and follow it.**