

Examinations at Bell High School Information for Students January 2019

Time and Location of Examinations

- Examinations begin on Friday Jan 25 and end on Thursday Jan 31. All exams start at **9:15 AM**
- As much as possible, exams will be written in your regular classroom unless your teacher tells you otherwise.
- **All formal written exams will be grouped by period, with period 1's on Jan 25, period 2's on Jan 28, period 3's on Jan 29, period 4 on Jan 30. Jan 31 is an extra day, in case of a "snow day" or school closure.**
- **February 1 is a fixed PA day.**
- **Semester 2 starts on Monday Feb 4.**
- In the event of a "snow day" all exams will occur 1 day later, but the 4th day of exams will be written on Jan 31.
- Students only need to be in the school only on days when they are writing an examination or completing course work arranged by a teacher.
- Buses follow their regular schedule.
- Textbook return will be co-ordinated and communicated by each department
- The Library is open 9am - 3pm for quiet study. Guidance is open all day, and the Cafeteria also will be open from 1pm-3pm for studying.
- **Extra time is automatically incorporated into the exams. Students who would normally write in the resource room because they need extra time can now write in the regular room.** All junior exams and several senior exams have a 2h 15min time limit. Some senior exams have a 3h time limit and are indicated in **BOLD**
- Students who have special examination writing needs (alternate setting, scribe, etc) will write in Room 141 or Learning Support Services. They must sign-up in advance by Friday Jan 11, 2019
- Plan on getting to the exam room 10 minutes ahead of time. This gives you a few minutes to prepare before going in and helps make sure you are not late.

Late Rules

- If you are late for an exam, but arrive before the first hour of exam time has elapsed, you may be admitted to the exam room. **You do not get extra time to complete the exam!**
- If you are more than an hour late, you've missed the exam and may receive a mark of zero for the exam. Any justifiable reason for being late must be approved by Mr. Linden in advance.

Exam Room Procedures

- Bring with you all the supplies you need.
- **Water in a clear plastic bottle ONLY is permitted!** No food is permitted in the exam room unless you have a medical reason, in which case you should see Mr. Linden prior to the first day of exams.
- Check with your teacher ahead of time about special materials which may be required (calculator, pencil for scantron, ruler, geometry set or dictionary). Calculators are permitted but you are responsible for what is written on your calculator. You cannot "borrow" or "lend" materials in an examination. You must have your own!
- **Leave your pencil case, schoolbag or knapsack, purse, notebooks, textbooks, and outdoor clothing in your locker. You may put your pencils, pens, erasers, etc. in a clear plastic baggie.** Students will not have unapproved notes, of any kind, on their person.
- Do not bring any electronic devices or cell phones into the examination room. If you do, supervisors will confiscate them. If these devices are being used to cheat, rules regarding cheating will apply.
- Communication, either verbal or non-verbal, between students during an exam is forbidden and will be considered as cheating. Exam supervisors will take exams away from students who are caught cheating and the student will be sent to the office. Cheating may result in the student(s) receiving a mark of zero for the exam, as well as parental contact and in-school disciplinary action.
- Follow the directions of the staff member who is in charge of the classroom. Be sure to sign the tally sheet which will be circulated to show you were present.
- Once seated, make sure you are in the correct seat and writing the correct examination.
- Make sure all your answer sheets have your name and the teacher's name. Submit these sheets with your exam. Don't throw them out by accident with your scrap paper!
- Students must stay seated for at least one (1) hour and until your exam is picked up by a supervisor. Students who have finished will be allowed to leave after one hour, and at the teacher's discretion after this point.

Illness

- All advance exam exemptions must be for extreme extenuating circumstances, and approved by Mr Linden. If you are ill on the day of the examination, a parent/ guardian must contact the Main Office prior to the beginning of the examination. **A medical certificate must be submitted to make it excused.**
- Alternate arrangements will be made in order to complete course requirements and decide upon a final mark.

Access to Lockers

- All students will have time to quietly and quickly visit their locker after their exam is completed. No students are permitted to loiter in the locker area.