

**FHCI – JUNE 2017**  
**EXAMINATION INFORMATION FOR STUDENTS**

1. **PLEASE BE ON TIME** for each examination. You should arrive at least 15 minutes prior to the start of the exam.  
If you arrive late, report to the **MAIN OFFICE**.  
**Late less than 30 minutes**  
Student will receive no extra time to write the exam.  
**Late more than 30 minutes**  
The student will have:
  - 30 minutes to write for a 1 hour exam
  - 1 hour to write for a 1.5 hour exam
  - 1.5 hours to write for a 2 hour exam
2. All examinations must be written on the days and at the times shown on the examination schedule. Students with conflicts (2 exams in one time period) or problems must complete an Examination Conflict Resolution form and submit it to Mr Shantz, by Thursday, June 8, 2017. Conflict Resolution forms are available in the Main Office and in Counselling Services.
3. EACH STUDENT IS RESPONSIBLE TO BE IN THE RIGHT PLACE AT THE RIGHT TIME. Students must **KNOW THE COURSE CODE AND CORRECT SECTION NUMBER** so that they can find the appropriate room in which to write the exam. All room numbers are posted in the foyer of the school and on the TV monitors prior to examination times.
4. With the exception of open book exams, students shall not bring into the exam room, books, notes or anything, which may be of assistance during the examination. These articles **MUST BE LEFT IN THE STUDENT'S LOCKER**, rather than in the corridor or at the front of the room. Students must also leave all items of outer clothing in their lockers.
5. Calculators may be used only if the instructions at the top of the exam state this. **STUDENTS IN POSSESSION OF ILLEGAL EXAMINATION AIDS WILL BE REQUIRED TO MEET WITH THEIR VICE-PRINCIPAL to determine a consequence.**
6. Be adequately prepared with examination materials such as: one or two good pens, a pencil, an eraser, a ruler, and a fresh battery for your calculator (when its use is allowed).
7. **Absolutely no talking among students will be tolerated during the examination period. VIOLATION OF THIS RULE COULD RESULT IN THE STUDENT BEING REMOVED FROM THE EXAM ROOM TO MEET WITH THEIR VICE-PRINCIPAL to determine consequences.**
8. All students must remain in the exam room until the end of the exam.
9. At the end of the examination, students must remain seated until all papers have been collected and accounted for. The teacher will then dismiss the class.
10. **PLEASE LEAVE THE SCHOOL QUIETLY**, especially if other exams are still being written after your exam ends.
11. Students, when not writing an exam, may study at home or at school. The library is available for SILENT individual study between 8:00 AM and 12:00 PM. The cafeteria will be available for those who wish to talk or study in groups. ALL OTHER AREAS OF THE SCHOOL ARE OUT OF BOUNDS.
12. Halls are to be kept clear during exam periods. **STUDENTS MAY NOT GO TO THEIR LOCKERS WHILE EXAMINATIONS ARE BEING WRITTEN. ALL STUDENTS SHOULD BE OUT OF THE SCHOOL BY 3:00 PM EACH DAY.**
13. **STUDENTS ARE NOT TO VISIT OTHER SCHOOLS DURING THE EXAMINATION PERIOD.**
14. **FOR CANCELLATIONS**, please check out the WRDSB website at [www.wrdsb.ca](http://www.wrdsb.ca). Cancellations will also be broadcast on local radio stations.
15. Students who are ill must have their parent/guardian call the school (519-744-6567) **on the day** of the exam to inform the school of the nature of the problem. **IF AN EXAM IS MISSED, A MEDICAL CERTIFICATE MUST BE PROVIDED BY NOON**, Wednesday, June 28, 2017.