

**ST MARY CATHOLIC SECONDARY SCHOOL**  
**STUDENT EXAMINATION INFORMATION PACKAGE**  
**EXAM REVIEW AND END OF SEMESTER 1**  
**January, 2018**

**M. Gravina, Principal**  
**T. Toth, V. Tortis, Vice Principals**

Please read this information carefully and keep this sheet readily available. It is your responsibility to share this information with your parents and/or guardians. It is also your responsibility to comply with each item as it may apply to you.

**EXAMINATION DATES AND PROCEDURES**

January 23 to February 1 - No Cafeteria Service

***January 23<sup>rd</sup> Timetable***

<b>Period</b>	<b>Start</b>	<b>End</b>	<b>Activity</b>	<b>Length</b>
1	8:30	- 9:20	Anthem, Prayer & Class	50 minutes
2	9:20	- 10:10	Class	50 minutes
3a & 3b	10:10	- 11:00	Class	50 minutes
4	11:00	- 11:50	Class	50 minutes

***BUS SCHEDULES will be as follows:***

- Regular School Buses - 1<sup>st</sup> Wave departures at 12:10 p.m.
- Special Education buses will depart at 11:50
- There are **NO LATE BUSES** and therefore we encourage students to arrange for alternative transportation

***January 23<sup>rd</sup> - Grade 8 Orientation in The PM: 12:00 p.m. to 2:00 p.m.***

The expectation is that there is meaningful learning for the final classes of the semester. Students are asked to take advantage of this opportunity for intensive review for examinations by teachers, the scheduling of in-class examinations, quizzes and/or culminating activities and assignment submissions.

Examinations will take place from **Wednesday, January 24 to Tuesday, January 30, 2018**. All exams begin at **8:45 a.m.** and will be written in the designated locations under the supervision of the classroom teacher. The length of the exam will vary according to the grade level.

**Wednesday, January 31<sup>st</sup>**, is a Professional Activity Day. Students are not expected to be at school.

**Thursday, February 1<sup>st</sup>**, is a ½ day AM only, designated for examination review for Semester 1 exams. The timetable is listed below. Dismissal will be at noon. Timetable changes will only be made for those students who were unsuccessful in their courses.

**SPECIAL TIMETABLE FOR THURSDAY FEB 1<sup>st</sup>:**

Students will be able to review their final examinations and will follow the modified timetable listed below. Students are expected to be in full uniform on this day.

Period	Start	End	Activity	Length
1	8:30	- 9:20	Anthem, Prayer & Class	50 minutes
2	9:20	- 10:10	Class	50 minutes
3a & 3b	10:10	- 11:00	Class	50 minutes
4	11:00	- 11:50	Class	50 minutes

**Friday, February 2,** is a regular school day. Students will be introduced to their Semester 2 classes. Timetable changes for semester 2 begin February 2 and end on February 9.

**EXAM SCHEDULE:**

Students are aware of the examination schedules and will follow the protocol outlined using the *Exam Day-Class Period* model. This mirrors the students’ daily timetable for course and section, teacher and classroom.

**INCLEMENT WEATHER/EMERGENCY SCHOOL CLOSURE:**

In the case of school closure due to an emergency, the schedule will be delayed by one day, (if Wednesday is the “Emergency School Closure day”, exams scheduled for that day will be moved to Thursday and so forth to complete the schedule.) Information regarding school closures will be made public through the local media and the Hamilton Wentworth Catholic District School Board website, [www.hwcdsb.ca](http://www.hwcdsb.ca) and the school’s website [www.stma.hwcdsb.ca](http://www.stma.hwcdsb.ca)

**Television & Radio Stations: CHCH-TV Morning Live, 900 CHML AM, K-Lite 102.9 FM.**

**DRESS CODE FOR EXAMINATIONS:**

Students are expected to be in **FULL UNIFORM** on exam days whether they are writing the examination or not. **Students will not be allowed on campus to study unless they are in full uniform.** Further, non-uniform items may not be brought into the exam area. Backpacks, book bags, and coats should be placed in lockers prior to the exam. Students in breach of the uniform policy must report to the vice-principals prior to the exam.

**BOOK COLLECTION AND OUTSTANDING ACCOUNTS:**

Students are required to hand in the textbooks that were assigned to them by their course teachers at the start of the semester. If books have not been submitted prior to exam week, they must be returned to the appropriate location prior to the exam being written. Students who do not have their texts must see the vice-principal prior to the exam in order for payment or book return to be made. A receipt allowing entry to the exam will be provided by the vice-principal.

Students must clear all outstanding accounts prior to the start of exams. This includes the return of teachers’ materials, texts, library books and school equipment, including uniforms. Returned items must be in good order and any lost or damaged items will be replaced by the student or the replacement cost will be paid to the school. If there are difficulties, please see a vice-principal to make arrangements.

**Students who have dropped courses MUST ensure that they return all textbooks to the teachers of those courses.**

**PUNCTUALITY:**

Students must be at school in their designated room or area and by 8:40 a.m.

**LATE ARRIVALS:**

If a student is late for an examination they must report directly to the attendance office. The student will be accompanied to the examination area and will be allowed to sit and write the examination. No extra time is will be allotted for the late student. **No student will be admitted to the examination room 45 minutes after the scheduled start of the exam without the permission of the vice-principal.**

**COMPLETION OF EXAM:**

Each student must remain in the exam area and may only **leave in the last half hour** of the exam. For example, for an exam that is **1.5 hours long**, a student may only leave **after the full hour** has passed. Students must submit the exam and all pertinent materials to the supervising teacher before leaving the exam area. **No exam or part of the exam will be accepted by any teacher once the student leaves the examination area.**

**ABSENCE FROM AN EXAM:**

It is the responsibility of each student to be present for the scheduled exam for his/her course. A student who is absent for an exam, **MUST** present a **medical certificate from a physician** to the vice-principal within **24 hours** of the exam. The medical certificate **MUST** support the absence and **MUST** state the date and time for which the student was unable to write the final exam. **Otherwise, a mark of ZERO (0) will be awarded.**

**ACADEMIC DISHONESTY:**

Cheating on exams is a serious offence and any student found to be in breach will receive a grade of **ZERO (0)** on the examination.

**PERSONAL ELECTRONIC DEVICES:**

Personal Electronic Devices of **ANY KIND ARE NOT PERMITTED** to be brought into any EXAMINATION ROOM. Students who are in breach of this provision will face consequences which include, but are not limited to, confiscation of the item, removal from the exam area, 0% for the exam being written, and other sanctions imposed by the administration.

**Please be aware that non-programmable scientific calculators are allowed contingent on the instructions of the classroom teacher and department head.**

**STUDY HALL:**

The **CAFETERIA** is the **ONLY** area designated for **QUIET** study prior to and after writing exams. **Cafeteria services are unavailable during exams.** There is absolutely **NO LOITERING** in the halls at any time, since examinations are being written in classrooms and portables.

**LEARNING COMMONS:**

The library will be closed during final examinations and will be used for students writing exams with resource assistance.

**GUIDANCE AND STUDENT SERVICES:**

During the examination week, counsellors will be available for timetable adjustments and other inquiries from 8:30 a.m. to 12:00 p.m. Please contact Guidance if you have any questions or concerns.

**January 24 TO January 31** - all timetable changes

**February 1** – Timetable changes for semester 1 failures and graduation requirements only.

**February 2** – General timetable changes

**SCHOOL BUS TRANSPORTATION:**

School buses will be on regular schedules for exam days from **January 24 to January 30**. As exams conclude no later than **11:45 a.m.**, students are encouraged to find their own transportation home or remain at school in the cafeteria for study hall. **Please have your parents pick you up at the BACK of the school (football field/parking area).**

**LOCKER CLEAN-UP:**

Please clean-up your locker in preparation for Semester 2. Students who are not returning for Semester 2 please clean out your locker and take your lock.

**NOTE:** Any questions/concerns regarding final exams or marks **MUST** be addressed on **Thursday, February 1, 2017** with the classroom teachers during exam viewing sessions in the **AM**.

**REPORT DISTRIBUTION:**

Report Cards will be distributed on Wednesday February 7. Students will also be able to view their final mark by accessing MyPath.

EXAM SCHEDULE ~ JAN 24 TO JAN 30 2018				
Wed. Jan. 24	Thurs. Jan. 25	Fri. Jan. 26	Mon. Jan. 29	Tues. Jan. 30
PERIOD 1 EXAMS 8:45AM	PERIOD 2 EXAMS 8:45AM	PERIOD 3a EXAMS 8:45AM	PERIOD 3b EXAMS 8:45AM	PERIOD 4 EXAMS 8:45AM
PM Home to Study	PM Home to Study	PM Home to Study	PM Home to Study	PM Home to Study
Wed. Feb. 1	Thurs. Feb. 1	Friday Feb. 2		
PA DAY No School	AM Semester 1 Exam Viewing	Semester 2		

**MY JANUARY EXAM SCHEDULE IS: (please print out your schedule below)**

	Wednesday January 24 PERIOD 1	Thursday January 25 PERIOD 2	Friday January 26 PERIOD 3a	Monday January 29 PERIOD 3b	Tuesday January 30 PERIOD 4
TIME→	8:45 AM	8:45 AM	8:45 AM	8:45 AM	8:45 AM
COURSE CODE→					
LOCATION→					

Examinations will be written in your regularly scheduled period unless your teacher instructs you otherwise. Check with your classroom teacher.