

ST MARY CATHOLIC SECONDARY SCHOOL
STUDENT EXAMINATION INFORMATION PACKAGE
EXAM REVIEW AND END OF SEMESTER 1
January, 2019

Mr. B. Daly, Principal
 Mr. S. Esposto, Mrs. T. Toth, Vice Principals

Please read this information carefully and keep this sheet readily available for referencing. Please share this information with your parents and/or guardians. Please ensure that you are aware, and comply with each item as it may apply to you.

January 22 to January 31 - No Cafeteria Service

January 22nd Timetable

Period	Start	End	Activity	Length
1	8:30	- 9:20	Anthem, Prayer & Class	50 minutes
2	9:25	- 10:10	Class	45 minutes
3a & 3b	10:15	- 11:00	Class	45 minutes
4	11:05	- 11:50	Class	45 minutes

BUS SCHEDULES will be as follows:

- Regular School Buses - 1st Wave departures at 12:10 p.m.
- Special Education buses will depart at 11:45 a.m.
- There are NO LATE BUSES and therefore we encourage students to arrange for alternative transportation

January 22nd - Grade 8 Orientation in The PM: 12:00 p.m. to 2:15 p.m.

The 22nd is a half day of classes for our students. We hope all students take advantage of this opportunity to review for examinations with their teachers.

Examinations will take place from Wednesday, January 23 to Tuesday, January 29, 2019. 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 30th, is a Professional Activity Day for teachers. Students are not expected to be at school.

Thursday, January 31st, is a ½ day of school (AM only), designated for examination review of Semester 1 exams. The timetable is listed below. Dismissal will be at noon. On this day timetable changes will only be made for those students who were unsuccessful in their courses.

January 31st Timetable

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. Any questions/concerns regarding final exams or marks MUST be addressed on Thursday, January 31, 2019 with the classroom teachers during exam viewing sessions in the AM.

Period	Start	End	Activity	Length
1	8:30	- 9:20	Anthem, Prayer & Class	50 minutes
2	9:25	- 10:10	Class	45 minutes
3a & 3b	10:15	- 11:00	Class	45 minutes
4	11:05	- 11:50	Class	45 minutes

BUS SCHEDULES will be as follows:

- Regular School Buses - 1st Wave departures at 12:10 p.m.
- Special Education buses will depart at 11:45 a.m.
- There are NO LATE BUSES and therefore we encourage students to arrange for alternative transportation

Friday, February 1, is a regular school day. Students will be introduced to their Semester 2 classes. Timetable changes for semester 2 begin February 1 and end on February 8.

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 and the school's website 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 an examination or not. Electronic devices, backpacks, book bags, and coats should be placed in lockers 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 assigned textbooks 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 to the attendance office. The student will be accompanied to the examination area and will be allowed to sit and write the examination.

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 support.

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 Student Services if you have any questions or concerns.

January 22 to January 29 - all timetable changes

January 31– Timetable changes for semester 1 failures and graduation requirements only.
 February 1 – General timetable changes

SCHOOL BUS TRANSPORTATION:

School buses will be on regular schedules for exam days from January 23 to January 29. 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.

REPORT DISTRIBUTION:

Report Cards will be distributed during the week of February 4. Students will also be able to view their final mark by accessing My Path.

EXAM SCHEDULE ~ JAN 22 TO JAN 29 2019				
Wed. Jan. 23	Thurs. Jan. 24	Fri. Jan. 25	Mon. Jan. 28	Tues. Jan. 29
PERIOD 1 EXAMS 8:45 AM	PERIOD 2 EXAMS 8:45 AM	PERIOD 3a EXAMS 8:45 AM	PERIOD 3b EXAMS 8:45 AM	PERIOD 4 EXAMS 8:45 AM
PM Home to Study	PM Home to Study	PM Home to Study	PM Home to Study	PM Home to Study
Wed. Jan. 30	Thurs. Jan. 31	Friday Feb. 1		
PA DAY No School	AM Semester 1 Exam Viewing	Semester 2		

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

	Wednesday January 23 PERIOD 1	Thursday January 24 PERIOD 2	Friday January 25 PERIOD 3a	Monday January 28 PERIOD 3b	Tuesday January 29 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 and room unless your teacher instructs you otherwise, or if you have a special accommodation that has been prearranged. Check with your classroom teacher for exam writing locations.