



ST. AUGUSTINE CHS – EXAM SCHEDULE

January 2019 Examination Rules and Procedures

EXAMINATION PROCEDURES:

All students must report to their examination location by 8:20 a.m. All examinations start at 8:30 a.m. Students write only one exam per day.

ABSENCES:

Absent students must have a parent/guardian phone the school's attendance line at **905-887-7950** by 8:15 a.m. on the morning of their examination. Students who miss an examination will receive a mark of zero on the examination if they do not have a legitimate reason to be absent. Student illness must be verified by a medical note. Bereavement must be verified by documentation. Students affected by the above-mentioned circumstances will be asked to write their examinations at a later time, as determined by Mr. Belille. Failure to write the missed examination at the alternate time will result in a mark of zero. **Family vacations during an examination period are not legitimate absences, and a mark of zero will be assigned for the examination. Students are expected to be available to write final examinations from Friday, January 25 to Thursday, January 31.**

LATENESS:

No additional time will be given to students who arrive late for an examination. Please note the start time is 8:30 a.m. Late students must report to the Main Office and may be asked to write at an alternate location.

LIBRARY:

The library is closed during examinations as the space may be used for examinations.

UNIFORM:

Students are expected to be in full uniform throughout the examination period and/or while in the school building. **If a student is out of uniform, he/she will not be permitted to write the examination and will be escorted to the Main Office.**

BUSES:

Regular bus service will operate during the examination period. Students may make their own arrangements to get to and from school at alternate times. Students need to be present in school only for their scheduled examinations.

CAFETERIA:

No cafeteria service will be available during examinations.

TEXTBOOKS:

Students are to return their textbooks directly to their teachers, as per teacher's instruction. Please ensure book number is recorded, to avoid any discrepancies.

CANCELLATION OF AN EXAMINATION DAY:

If buses or examinations are cancelled due to unforeseen circumstances, all examinations scheduled for that day will be rescheduled to **Thursday, January 31** at 8:30 a.m., Examination Emergency Day.

REPORT CARDS:

Report cards will be available Friday, February 8 in homeroom along with their Semester 2 timetable.

EXAM REVIEW DAY:

Monday, February 4 from 8:24 a.m. – 10:45 a.m. students are to follow their Day 1 Timetable with four shortened periods. Exam review is an important part of the learning process where students are able to consolidate their learning.

Good Luck in preparing for Final Examinations!