




South Colchester Academy

SEMESTER I

January 2018

EXAMINATION PROCEDURES GRADES 10-12

For Students

1. **Students writing exams are to report to assigned exam room at 8:45am. Examinations begin at 9:00am.** The exam period will be from 9:00am-11:00am. Students are required to remain in the exam room quietly for a minimum of 90 minutes (10:30am).
2. Your exam **may not** be written in your classroom. Please check the posted exam schedule to see where your exam is being written. All exams are written in the assigned space designated for your exam. Please note that some students will be writing in an alternate location based on their adaptations.
3. Students with documented adaptations for extended time may have more time if needed.
4. Students are to take only the supplies they need for the exams to their exam room. There will be **no cell phones, electronic devices, books or extra papers allowed in the exam rooms.** Jackets should not be worn and should not be placed on the back of their chair where pockets are easily accessible. **Electronic devices must be placed in a designated area in the classroom.** 
5. **Lunch** for senior high students taking exams will be served from **11:20am – 12:00pm.**
6. Students are allowed to go home after their morning exam. Those **students who stay for the rest of the day will report to the cafetorium until 3:00pm.**
7. Students are reminded that all exams are written upstairs and this is a quiet zone. Students are to be very quiet during exams in the hallways and students are to leave the upstairs area immediately after completing the exam.
8. **Medical excuses for having missed examinations must be approved by administration no later than January 31st, 2018.**

For the strength of the Pack is the wolf, and the strength of the wolf is the Pack.

9. Make-up exams will be scheduled for January 31st, 2018 (or earlier if possible with special arrangements by administration/classroom teacher).

Exam Conflicts

If you have an exam conflict (scheduled to write 2 exams at the same time), please report this to the office as soon as possible.

Second Semester Book Returns

Students are asked to return all textbooks, library books and outstanding materials to their teacher as soon as possible after examinations. **Report cards will NOT be issued to students who have not returned or paid for all issued textbooks, library books etc.**

Important Upcoming Dates

January 24	Virtual Exams - no eligibility for exemptions
January 26-31	Exams
January 31	Medicals for missed exams due
January 31	Make-Up Exam Day
February 1	No school- Assessment/ Evaluation Day
February 2	Semester 2 begins
February 13	Report Cards go home

Exam Exemptions

Students that earn an examination exemption are still able to write the examination. In this case, each student receives the higher of the two options (their average without the examination mark OR, their average with the exam mark included).

All completed forms are due in the office by **Friday, January 12th at 3:00 pm**. **Any student who hands in a form late will not be eligible for an exemption.** Reminder that any absences are to be excused within 5 days of the absence. Reference the student handbook for more detail.

Late Policy for Exams

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Students who arrive late for an exam are to report directly to the office. They will be escorted to another supervised location where they will write their exam. Students who arrive beyond the 90 minute dismissal will not be permitted to write their exam. **All students are encouraged to be in their exam room 15 minutes PRIOR to the beginning of each exam as indicated in the timetable.**

**If students have questions about their examination schedules,
they should contact the main office. [902-673-5000](tel:902-673-5000)**

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