



## Huron Heights Secondary School

### FINAL EVALUATION and EXAM DAYS

#### From the Ministry of Education:

“30% of the grade will be based on a final evaluation, performance, essay and/or other method of evaluation suitable to the course content and administered near the end of the course.”

#### Attendance and Absences:

- All exams must be written on the days and at the times shown on the exam schedule.  
**It is each student's responsibility to be in the right place at the right time.**
- Please **DO NOT** book vacations during your child's exams. Final exams are a critical part of the assessment process and provide students with the opportunity to demonstrate their knowledge and overall understanding of the course material. Family vacations are not an acceptable reason for missing an exam.
- Bereavement and illness are the only acceptable reasons for absence during exams.
- Students who miss an exam due to illness must have their parents call to inform the school of the illness. A doctor's note must follow no later than 12:00 PM on Friday, February 2, 2018.

#### Materials:

- Students should leave backpacks, coats, and electronic devices in their lockers.
- Only writing implements and other approved aids should be brought into the exam room.
- Calculators are allowed on all exams unless instructions at the top of the exam state otherwise (cell phones may NOT be used as calculators).
- Any students found using unapproved exam aids will be referred to their VP for disciplinary measures.

#### Textbook Return:

- Students will return textbooks to their classroom teacher on or before the date of their final exam. Classroom teachers will share the expectations and procedure for returning textbooks with their students.
- Students with textbook problems will complete and sign a purple Textbook Explanation form before leaving the exam room. Any textbook not returned to the classroom teacher, on or before the time of writing the final exam, may be returned to the school between 8:15 AM and 12:30 PM during exams (January 26 – February 1, 2018).  
**ALL textbooks or payments for lost or damaged textbooks must be cleared with the Main Office by 12:00 PM on Friday, February 2, 2018.**

#### While in the Exam:

- Students are not to remove any paper from the exam room.
- Students are to remain quiet. There is no talking during the exam.
- Students are to sit where instructed by the exam supervisor and remain seated until the appropriate dismissal time.

#### Dismissal from Exams:

- Exam Length - 1.0 hour - students must remain in the exam room for the entire scheduled time.
- Exam Length - 1.5 hours - students must remain in the exam room for the entire scheduled time.
- Exam Length - 2.0 hours - if complete, a student will have one opportunity to leave after 1.5 hours\*
- Exam Length - 2.5 hours - if complete, a student will have one opportunity to leave after 2 hours\*

\* If students do not leave at this time, they must remain for the duration of the exam.

#### Late to an Exam:

- Students who arrive late must report to the main office immediately.
- An administrator will meet with the student and determine the location and length of time available for completing the exam.

### Study Areas:

- The library will be open for quiet study from 7:45 AM until 12:30 PM.
- Students, who wish to talk, eat, or study in groups may use the cafeteria. The cafeteria servery will be **closed** during exams.
- Other areas of the school are out of bounds. School rules continue to apply during exams (i.e. headwear, proper dress, etc.).
- All doors to the school will be open and accessible until 8:30 AM each day of exams, Friday, January 26 – Thursday, February 1, 2018. At 8:30 AM the doors at the east and west ends of the school will be locked and available as an exit only. Entrance to the school will therefore be restricted to the front doors and the doors off the rear parking lot.
- Students are not to visit other schools during the exam schedule.

### Tips for Exam Writing:

- Make sure you have a complete set of accurate notes.
- Review your notes. Start with the main points before you return to review the material in detail. Prepare study notes.
- Make a schedule, so you know what you will be reviewing each night. Know that you can cover all the material in that time.
- Listen closely to the teacher's tips on what may be included on the exam.
- Make sure you know what type of exam it will be (e.g. essay, multiple choice, short answer, etc.)
- Ask your teacher for help well in advance of the exam. Arrange to travel during MSIP if you require extra help before the exam.
- Get plenty of rest and eat well during the final exam period.
- Drink plenty of water. You are welcome to bring water to the exam room.

### Transportation:

- Please note the changes listed below to bus departure times from Huron Heights during exams, Friday, January 26 – Thursday, February 1, 2018.
- **AM – Pick Up:** All school buses will pick up at their regularly scheduled times. Arrival at the school will remain unchanged.
- **PM – Pick Up:** All school buses will arrive at the school for 12:30 PM and depart to return students home at 12:40 PM. There will be **NO** school bus pick up at 2:25 PM during exams.
- Students receiving **special education transportation** are NOT included in the above modified PM – Pick up schedule. Their transportation services will run at their regularly scheduled AM and PM times.

### SEVERE WEATHER DURING EXAM WEEK

- Listen to local radio and check the school board website at [www.wrdsb.ca](http://www.wrdsb.ca) by 6:30 AM for any announced cancellations.
- **Should any WRDSB buses be cancelled or secondary school closed in any geographic areas of the Waterloo Region (Kitchener, Waterloo, Baden, Elmira, Cambridge) during the January 26th – February 1st Exam Schedule, the exams in ALL secondary schools will be postponed and “shifted” one day.** (example – if a closure of a school or cancellation of buses occur on Monday, January 29, those exams would be shifted to Tuesday, January 30)
- **Please note - the PA Day scheduled for February 2<sup>nd</sup> will NOT be moved due to inclement weather cancellations.**

