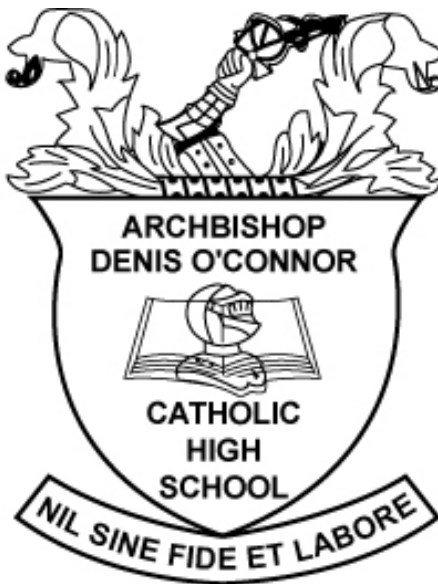
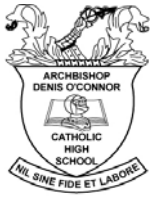


Archbishop Denis O'Connor Catholic High School

FINAL EXAM PROCEDURES

January 2012





Archbishop Denis O'Connor Catholic High School

STUDENT FINAL EXAMINATION INFORMATION SHEET

(Revised: January 13, 2012)

Teachers Please Post In Classroom

Final Examination Schedule
Semester 1
 January 2012

CAFETERIA IS CLOSED

****Students are asked to be IN CLASS at 8:35 for O Canada and Prayer****

Thursday, January 26Period 1 Exam (8:40 – 11:10)

Friday, January 27Period 2 Exam (8:40 – 11:10)

Monday, January 30Period 3 Exam (8:40 – 11:10)

Tuesday, January 31Period 4 Exam (8:40 – 11:10)

Wednesday, February 1 Exam Conflict Day

Thursday, February 2 Semester 2 Begins!

Turnaround Day (Feb 2) – Altered Schedule!

Students attend Semester 1 classes in morning

Students attend Semester 2 classes in the afternoon



TRANSPORTATION SCHEDULE

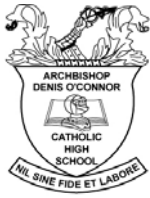
January 26 – January 31 at 11:15 sharp.

TO School Regular Pick Up Schedule

FROM School departing at 11:15 SHARP

Wednesday, February 1 is reserved as an Exam Conflict/Snow Day – NO BUSES

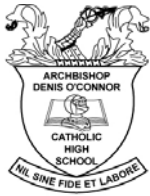
Good Luck!



PLEASE POST – IN CLASSROOM

TEACHERS, PLEASE READ TO STUDENTS AND POST

1. While at school, all students must dress in full uniform throughout the examination period (whether or not they are writing an examination.) Failure to do this may jeopardize the result of a student's exam.
2. Students must not loiter in the halls. Students must be in their exam location, or the library and in complete uniform.
3. It is the responsibility of students to ensure **WHERE** and **WHEN** their examinations are written. Failure to report to the right place at the right time for the right examination may result in a zero grade for that examination.
4. **We will be using the Official Ministry Dates for exams. All exams will be written in the morning, no classes in the afternoon.**
5. **Buses will arrive at the usual time in the morning of exams and will depart the school at 11:15 a.m. to take students home after each exam.**
6. **Students are required to be in class for O Canada and Prayer at 8:35. Students are to enter the examination room and get into their seats silently. Examinations begin promptly at the 8:40 and any student who is late will be required to go to the attendance office to get a late slip.** Late students will not be given extra time to complete their examinations.
7. No student will be released early from an exam. All students must wait for the bell at 11:10 for dismissal.
8. **Students are to bring their text books to the exam room. Teachers will be issuing Debt Notices for textbooks not returned at this time. Should you forget to return your textbook at the time of the exam, please return it to the Main Office as soon as possible.**
9. **THE CAFETERIA WILL BE CLOSED DURING EXAMS AND WILL RE-OPEN Thursday, February 2nd,**
10. Teachers will take manual attendance (using class lists provided) after the examinations have begun. **Students are required to sign their name beside their name on the attendance sheet.**
11. In the event a student needs to go to the washroom during the exam, it is mandatory that he/she have an escort. Teachers may call the office to request an escort. Only one student at a time will be allowed out of the classroom.



STUDENT FINAL EXAMINATION INFORMATION SHEET

(Revised: January 13, 2012)

12. During the examination, there is to be no communication of **any** nature between students. Borrowing of any materials during examinations is **not permitted**. If you have a question or require more foolscap paper, raise your hand, and a teacher will assist you.
13. Students are to ensure that their name and their teacher's name are indicated on the examination paper and all foolscap pages.
14. Students with exam conflicts (not writing during designated exam days) will be given a separate sheet of instructions when they meet with their Vice Principal.
15. **Dishonesty on an exam is a serious offence. Students who attempt to achieve marks through devious or dishonest means will receive a mark of zero.** If dictionaries and calculators are permitted they will be checked. No graphing or programmable calculators are allowed.
16. It is good practice for students to read over the exam paper when they receive it. They should do the questions that they find easiest first. This generally increases their confidence, relaxes them and allows them to handle the more difficult questions.
17. **If a student misses an exam due to illness, they must provide a doctor's note to the appropriate V.P. on the day they return or sooner in order for a re-write to be scheduled.** Teachers will not negotiate rewrites with students. This will be coordinated through the Vice-Principals. Teachers will receive written confirmation of any rescheduling.
18. If there is inclement weather, students are instructed to listen to the radio stations as, and listen for **DURHAM CATHOLIC DISTRICT SCHOOL BOARD Closures**. If there is a **Boardwide snow day**, all Durham Catholic District School Board schools will be closed. **Bus cancellations do not affect our school because we rely on a public transportation system. Therefore, cancellation of buses would not be a reason to miss an exam or to call it a "SNOW DAY"**. If school was cancelled, then the exam that was to be written would be moved to the very next, bumping the schedule forward. **Example: If Period 2 Exams scheduled for Friday, January 27th were to be cancelled because of a BOARDWIDE Snow Day; then Period 2 exams would be written on Monday, January 30th bumping all exams forward by one day.**