

EXAMINATION RULES AND PROCEDURES

This year, YCDSB schools have resumed regular final evaluation procedures. All exams will occur during the scheduled examination period: Tuesday June 20th - Tuesday June 27th. For Grades 9 to 12, a final grade (percentage mark) is recorded for every course. Final grades will be determined as follows:

- **70%** of the grade will be based on evaluations conducted throughout the course.
- **30%** of the grade will be based on a final evaluation administered at or towards the end of the course (i.e., an examination, performance task etc.). The final evaluation allows the student an opportunity to demonstrate comprehension achievement of the overall expectations of the course.

Period by Day Exam Schedule

Exam Day 1 Tue. June 20, 2023	Exam Day 2 Wed. June 21, 2023	Exam Day 3 Thurs. June 22, 2023	Exam Day 4 Fri. June 23, 2023	Exam Day 5 Mon. June 26, 2023	Exam Day 6 Tues. June 27, 2023
Gr. 12s ONLY Period 4 Exams	ALL GRADES Period 1 Exams	ALL GRADES Period 2 Exams	ALL GRADES Period 3 Exams	Grades 9-11 Period 4 Exams	Exam Back up Day

- **All exams will start promptly at 8:30 a.m.**
- Students must report to their exams at least 10 minutes before the scheduled start time, in FULL UNIFORM. Students must remain in class for the full duration of the scheduled exam to prevent disruptions to other students writing exams.

LATE ARRIVALS: If a student is late to the exam, they will not be permitted to write past the scheduled allotted time. **Extenuating circumstances will be considered on a case by case basis by administration.*

ABSENCES: (as per direction from the YCDSB)

- Families are asked to please keep this examination period in mind when scheduling holidays as there will not be the ability to accommodate these plans. The school year calendar was shared by the YCDSB last spring, outlining the dates of exams. Please note that vacations or appointments are not legitimate reasons to be excused from an exam and exceptions will not be granted for these reasons.
- Students who are absent from an exam because of illness or an extenuating circumstances must have their parent/guardian phone the school at (905) 294-7671 (press #1) by 8:30 a.m on the day of the exam.
- A medical certificate verifying the illness and the time(s) the student will be affected MUST be brought to the Attendance Secretary within 24 hours.
- Students who are absent from an exam without a legitimate reason (illness or funeral) will be given a grade of ZERO on the exam.

Make-Up Exams will be written on Tuesday June 27, 2023 at 8:30 a.m.

ELECTRONIC DEVICES:

The use of ANY electronic device is not permitted during exam time. Calculators may be permitted at the discretion of the classroom teacher. Cell phone calculator apps are not permitted.

TEXTBOOKS:

Textbooks assigned at the beginning of the semester must be brought with the student into the exam OR students are to return textbooks on the date assigned by the subject teacher.

SCHEDULE:

8:00 a.m. School Bus Arrival
8:20 a.m. Students Report to Exam Room
8:30 a.m. Exam Begins
2:30 p.m. School Bus Departure

Any students who have completed their exam and are waiting for buses, will report to the cafeteria for supervision starting at 10:30 am.

SPECIAL CONSIDERATION ROOMS:

Exam accommodations will be written in the LIBRARY as per students with IEPs that disclose the need for assistive technology/quiet work space, and confirm they will use these accommodations. Policy 208 accommodations will write in Room 212 if confirmed by the student.

BUSES:

Regular bus service to school will be provided during the exam period. The buses will return at 2:25 p.m. to transport students home. Students can make their own arrangements to get to and from school at alternate times. Students need to be present in the school only on days they have an exam scheduled.

In the case of bus cancellations due to inclement weather or other reasons, all examinations scheduled for that day will be rescheduled for Tuesday June 27, 2023 at 8:30 a.m.

CAFETERIA:

Please note that cafeteria food service will **NOT** be available during the examination period.

END OF SEMESTER SCHEDULE

Wednesday June 28, 2023 - Exam Review Day - **Schedule to follow

Thursday June 29, 2023 - Asynchronous Instructional Day - **Schedule to follow

Friday June 30, 2023 - P. A. Day

*Please note: students in the FLS program will have a separate schedule, which will be highlighted by classroom teachers; schedule to follow.