

**ST. THOMAS AQUINAS CATHOLIC SECONDARY**  
**SEMESTER 1 – FINAL EXAM SCHEDULE 2017-2018**  
**JANUARY 25 – JANUARY 31, 2018**

<b>THURSDAY JANUARY 25</b>	<b>FRIDAY JANUARY 26</b>	<b>MONDAY JANUARY 29</b>	<b>TUESDAY JANUARY 30</b>	<b>WEDNESDAY JANUARY 31</b>
<b>ALL PERIOD 1 CLASSES WRITE FINAL EXAMS</b>	<b>ALL PERIOD 2 CLASSES WRITE FINAL EXAMS</b>	<b>ALL PERIOD 3/4 CLASSES WRITE FINAL EXAMS</b>	<b>ALL PERIOD 5 CLASSES WRITE FINAL EXAMS</b>	<b>Conflict/ Rescheduling day</b>

**ALL EXAMS BEGIN AT 8:45 A.M.**

Grade 9 and 10 examinations are 1 ½ hours in length and Grade 11 and 12 examinations are 2 hours in length  
 Parents are requested to schedule holiday and family events so as not to conflict with the final examination period. January 25 through to January 30

# EXAMINATION PROCEDURES FOR STUDENTS

## TEXTBOOK/MATERIALS RETURN

- Students must return all textbooks and/or outstanding materials/money **PRIOR** to the examination.

## NOTES TO STUDENTS

- **EMERGENCY CLOSURE POLICY:** In an emergency situation, if buses are cancelled but the school is open, and/or the school is closed, then no exams will be written on that date and students will be notified on the local radio stations. Information relating to school closures may also be found on the HCDSB website at [www.hcdsb.org](http://www.hcdsb.org) . Exams will be written **on the next school day** and the remaining exam schedule will be moved back one day. This means that if the buses are cancelled on a Tuesday, the Tuesday exams will be written on Wednesday, the Wednesday exams on Thursday, etc...
- **Exam Review Day:** Thursday, February 1st from 8:25 a.m. – 12:00 p.m. and 1:00 p.m. – 2:27 p.m. (**Common staff lunch - 12:00 p.m. - 1:00 p.m.**). Buses will run at regularly scheduled times.
- **PD day:** Friday, February 2.

## POLICY: STUDENTS MISSING EXAMINATIONS

- If a student is absent due to illness, the parents/guardians must phone the school by 8:00 a.m. on the day of the examination. A **medical certificate** may be required. **Examinations missed for any other reason not authorized by the school or not substantiated by a medical certificate may result in a mark of "0" assigned.**

## POLICY: STUDENTS

- **DRESS CODE:** The examination days are civvies days. Proper attire is required. Tank tops/halter tops/midriff or crop tops/torn or ripped jeans are **NOT ALLOWED**. **As per the usual policy for uniform or civvies days, HATS ARE NEVER WORN IN THE BUILDING.**
- Students who are in the school but are not writing an examination **MUST** be in the Cafeteria or the Library. Students are not to be in the halls.
- Buses will arrive at the school at the usual morning times. Exams begin at 8:45 a.m. Buses will leave the school at 2:35 p.m.

## EXAMINATION PROTOCOL

- Students are responsible for being at the examination at the proper date and time.
- **All exams will be written in the regular classroom location** (the classroom where the class has been in session throughout the semester – unless otherwise specified).
- Students who arrive late for exams must report to the Attendance Secretary before proceeding to the examination room.
- **No electronic devices are permitted in the examination area. Students found with electronic devices during the exam will be sent to the Vice-Principal, and may receive a mark of zero.**
- No materials other than those required are to be brought into the examination room.
- Students are to come to the examination room completely prepared. Students will not be permitted to borrow/share pens, pencils, calculators, etc. during examination. Talking is not permitted in the examination area.
- Cheating is a serious offense. Students caught cheating will be sent to the Vice-Principal. Cheating may result in a mark of "0".
- Students writing a 2 hour examination may leave after 1.5 hours. Students writing a 1.5 examination may leave after 1 hour.

**\*\*Students should begin to prepare for examinations NOW.**

**Develop a reasonable study schedule and follow it\*\***

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