

# ST. JOHN HENRY NEWMAN CATHOLIC SECONDARY SCHOOL

## Exam Student Information Package Exams & Semester 2- January 2023



The following information items are provided to assist students in regards to first semester exams and end of semester procedures. Please read this information carefully and keep this sheet readily available. It is your responsibility to share this information with your parent/guardian(s) and to comply with each item as it may apply to you.

### 1. IMPORTANT DATES:

Examinations will take place **Thursday, January 26, 2023 to Wednesday, February 1, 2023 inclusive.**

**P.A. Day: Thursday, February 2, 2023.**

**Semester 2 & Exam Viewing: Friday, February 3, 2023.**

FRIDAY, FEBRUARY 3, 2023- Semester 2 AM Schedule	
8:00 am – 8:05 am - Prayers & Announcements	
Period	Time
1	8:00 AM – 8:48 AM
2	8:51 AM – 9:38 AM
3	9:41 AM – 10:28 AM
4	10:31 AM – 11:18 AM
5	11:20 AM – 12:00 PM

FRIDAY, FEBRUARY 3, 2023. Semester 1 Exam Viewing- PM Schedule	
Period	Time
1	12:05 PM-12:30 PM
2	12:35 PM- 1:00 PM
3	1:05 PM- 1:30 PM
4	1:35 PM- 2:00 PM
5	2:05 PM- 2:30 PM

### 2. EXAM SCHEDULE:

DAY	DATE	PERIOD	Time
Day 1	Thursday, January 26, 2023	Period 1 Classes	8:30 a.m.
Day 2	Friday, January 27, 2023	Period 2 Classes	8:30 a.m.
Day 3	Monday, January 30, 2023	Period 3 Classes	8:30 a.m.
Day 4	Tuesday, January 31, 2023	Period 4 Classes	8:30 a.m.
Day 5	Wednesday, February 1, 2023	Period 5 Classes	8:30 a.m.

- PUNCTUALITY:** Students must be prepared to enter the examination area **at 8:25 a.m.**
- COMPLETION OF EXAM:** Students must remain in the exam area for the first full hour, after which they may submit their exams in accordance with the teacher's directions, and they may then leave the room. Students must submit the exam and all pertinent materials to the supervising teacher before he/she leaves (leaving) the exam area. NO exam or part of the exam will be accepted by any teacher once the student has left the examination area. *Students writing in an accommodated exam room (Student Success / Resource) must attend and write the exam in the accommodated room.*
- ABSENCE FROM AN EXAM:** It is the responsibility of the student to be present for the scheduled exam. A student who is absent from an exam **MUST** present a medical certificate from a physician to the Vice-Principal within 24 hours of the exam. The medical certificate **MUST** support the absence

and **MUST** state the date and time for which the student was unable to write the final exam. Otherwise, a mark of ZERO (0) will be awarded. **Vacations will not be accepted as a valid reason for missing a final exam.** Students who choose to be absent from school during the final exams **will forfeit their exams and will receive a mark of zero (0) for all exams missed.**

**6. LATE ARRIVALS:**

(a) NO STUDENT WILL BE PERMITTED TO SUBMIT HIS/HER EXAMINATION UNTIL THE FIRST HOUR HAS EXPIRED. The following procedures should be followed for students arriving late:

- If the student arrives within the first 60 minutes, they are to report directly to the examination area. The student should be allowed to sit and write the exam; however, no extra time will be given. Please inform the Attendance Office that the student has arrived.
- If the student arrives after the first 60 minutes, they should be sent directly to the Vice-Principal's office, the examination opportunity may be lost.

7. Academic dishonesty on exams is a very serious offence. Any student who chooses to cheat on an exam may receive a mark of zero (0) on their examination. Personal electronic devices (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices – MP3 player, ipods, etc. – cameras or other photographic equipment devices that can access the internet, and any other electronic or communication devices) are absolutely not allowed in the exam area. Any student who brings a personal electronic device into the exam area will assume the responsibility of the consequences which include, but are not limited to, interruption of writing the exam, being escorted from the exam area, confiscation of the device, assignment of zero (0) for the exam, and suspension. Non-programmable scientific calculators will be allowed, as per the instructions on the cover page of exam paper.

8. **SCHOOL BUS TRANSPORTATION:** School buses will be on regular schedules for exam days as well as the first day of Semester 2/Exam viewing (February 3, 2023).

9. **BOOK COLLECTION:** Students are required to hand in all books assigned to them in their **non-examination** courses by **Tuesday, January 24, 2023** during your regular classes. For courses with examinations, students are required to hand in the textbooks that were assigned to them by their course teachers at the start of the semester/term. During exam week, books **MUST** be returned to the appropriate location prior to the exam being written. Students who do not hand in their book must clear up the situation with a vice-principal and make payment for the book(s).

**10. OUTSTANDING ACCOUNTS:**

Students must clear all outstanding accounts prior to the start of exams. This includes the return of all teachers' materials, textbooks, library books, school equipment (i.e. uniforms). Any item(s) loaned to a student **MUST** be returned in the condition in which it was distributed to that student. Any lost or damaged item(s) must be paid for and a receipt will be issued. Should it be necessary a Vice-Principal will become involved in this process.

**11. DRESS CODE FOR EXAMINATIONS:**

**STUDENTS MUST BE IN REGULAR SCHOOL UNIFORM**

Non-uniform items may not be worn or brought into the exam area. Backpacks, coats, carrying cases, etc. ARE NOT ALLOWED in the examination area. Food and/or drink, is not allowed in the examination room. Students who are not in school uniform must report to the vice-principal before entering the examination area. School Uniform Supplier is Bombardieri Uniforms, 448 Barton Street East, Hamilton Phone: 905-525-6684.

**12. WEATHER/CANCELLATION PROCEDURES FOR EXAM DAY:**

If school is cancelled and/or school buses are cancelled for any reason, such as, extreme weather conditions, the exam schedule will resume from where it was interrupted. For example, if school is forced to be closed on Thursday, Thursday's exams will be written on Friday, Friday's exams will be written on Monday, etc.

If schools and/or transportation are cancelled, the information and details will be made available on the following Hamilton and area radio stations: CHML 900 AM, CHAM 820 AM, 1150 CKOC AM, K-LITE 102.9 FM, Y108 FM, WAVE FM 94.7 and CHTV Morning Live (Ch. 11) or via Twitter @HWCDSB.

PLEASE LISTEN TO THE ABOVE-NAMED RADIO OR TV BROADCASTS FOR DETAILS.  
**PLEASE DO NOT CALL THE SCHOOL.**

If schools are open and school transportation is operational, exams will run as per the Exam Schedule.

**13. GUIDANCE AND STUDENT SERVICES:**

The Guidance Department is open for timetable changes each day of the exams. Students need to make an appointment with their counsellor electronically using the mySite SJHN Booking Icon.

**14. STUDENTS LEAVING SJHN:**

Students who are leaving SJHN because of semester completion or school transfer are reminded it is especially important that all Outstanding Accounts be cleared before a transcript or transfer documentation can be issued. Students also need to complete the "School Leaving Form" in Student Services. We wish all students the best as they continue their academic/work careers.

**15. UNIFORM DONATION:**

Students who no longer need the SJHN uniform are encouraged to donate the uniform items to the attendance office for our students in need. Please consider donating gently used uniform items that are no longer needed for the benefit of SJHN families in need. Please drop off your items throughout the summer at the Main Office. We thank you in advance.