

CARDINAL NEWMAN CATHOLIC SECONDARY SCHOOL

Student Information Exams & End of Semester 1: January 2015

The following information items are provided so as to assist in the transition from first to second semester. 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.

EXAMINATION DAYS & PROCEDURES

1. DATES:

- Examinations will take place **Wednesday, January 21, 2015 to Tuesday, January 27, 2015 inclusive.**
- **P.A. Days: Wednesday, January 28 and Thursday, January 29, 2015.**
- **EXAM VIEWING - Friday, January 30, 2015.** Semester 2 classes will run on an abbreviated schedule until 12:00 p.m. Students will be able to view final exams as well as course marks from 12:20 – 2:30 p.m. Buses will run on a regular schedule this day.

2. EXAM SCHEDULE:

DAY	DATE	PERIOD	Time
Day 1	Wednesday, January 21, 2015	ALL Period 1 Classes	8:30 a.m.
Day 2	Thursday, January 22, 2015	ALL Period 2 Classes	8:30 a.m.
Day 3	Friday, January 23, 2015	ALL Period 3 Classes	8:30 a.m.
Day 4	Monday, January 26, 2015	ALL Period 4 Classes	8:30 a.m.
Day 5	Tuesday, January 27, 2015	ALL Period 5 Classes	8:30 a.m.

3. PUNCTUALITY: Students must be prepared to enter the examination area **at 8:25 a.m.**

4. COMPLETION OF EXAM: Each student must remain in the exam area and may only leave in the last half hour of the exam. For example, for an exam that is 1.5 hours long, a student may only leave after the full hour. Students must submit the exam and all pertinent materials to the supervising teacher before he/she leaves 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.

5. 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.

6. LATE ARRIVALS:

- **Up to 60 minutes late:** Students may enter the examination area if they are LATE within the first 60 minutes. The student who is arriving late must report to a supervising teacher in the examination area. Extra time WILL NOT be provided and the student will be required to submit the exam at the end of the official time.
- **After 60 minutes late:** Students must report directly to the vice-principal's office.

7. Cheating on exams is a very serious offence. Any student who chooses to cheat on an exam may receive a zero (0) mark. Personal electronic 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 January 21-27.

9. CAFETERIA: After Tuesday January 20, 2015 cafeteria service will not be available.

PLEASE SEE REVERSE SIDE

10. **BOOK COLLECTION:** 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). A receipt for the owed book will be required to be allowed to write the exam. Students will not be allowed to write their exam unless the text(s) and or materials for the designated course is returned and all accounts have been cleared.

11. **OUTSTANDING ACCOUNTS FOR SEMESTER 1:**

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 that a vice-principal becomes involved in assisting in this process, further consequences, including but not limited to, fines and/or suspensions, may be necessary. **Library accounts must be settled by Monday, January 12, 2015.**

12. **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, including water 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.

13. **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).

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.

14. **GUIDANCE AND STUDENT SERVICES:**

Wednesday, January 21- Tuesday, January 27, 2015.

- Counsellors will be available all week for necessary timetable adjustments from 9 a.m. until 2:30 p.m.

15. **SEMESTER 2 TIMETABLE DISTRIBUTION - THURSDAY, JANUARY 15TH IN PERIOD ONE.**

16. **EXAM VIEWING AND TRANSITION ACTIVITIES - FRIDAY, JANUARY 30, 2015:**

A.M. SCHEDULE – Semester 2		P.M. – EXAM VIEWING	
Period 1	8:00 - 8:48	Period 1	12:20 – 12:45
Period 2	8:51 - 9:38	Period 2	12:45 – 1:10
Period 3	9:41 - 10:28	Period 3	1:10 – 1:35
Period 4	10:31 - 11:18	Period 4	1:35 – 2:00
Period 5	11:20 - 12:00	Period 5	2:00 – 2:30

The first day of the second semester is Friday, January 30, 2015.

Report Cards for first semester will be distributed Tuesday, February 3, 2015 during period 1.