

**Earl Haig Secondary School**  
**STUDENT EXAMINATION INFORMATION January 2023**  
**Exam Days: January 25, 26, 27, 30 & 31**

**Attendance:**

Remember the time and location of each of your examinations. It is your responsibility to be at the correct place at the correct time for each of your examinations. If in doubt, ask your subject teacher for the location and date of your examination. Each day's schedule will be posted outside the Main Office and Cafeteria. The exam schedule will be posted on the school website as well as emailed to all students/parents/guardians via school messenger. Teachers will also be posting the exam schedule on their digital platform (Brightspace/Google Classroom).

**Lateness:**

Students who are late (10 minutes or less) for examinations should go directly to their exam room. If you are more than 10 minutes late, please go to the Main Office.

**Missed Examinations:**

Students who miss examinations due to illness must bring a doctor's note **dated on the day of the missed exam** to their alpha Vice-Principal. Failure to provide a doctor's note to the Vice-Principal will result in a mark of **zero** for the missed examination. No make-up examinations will be permitted.

**Exam Accommodations:**

Students who have IEP's/ILP's with assessment accommodations will be notified of room locations via email in January, shortly after our return from Winter Break.

**Examination Conflicts:**

A conflict is defined as two regular examinations scheduled at the same time. **Students who have examination conflicts must notify the Main Office by Wednesday January 18, 2023. Please note: Two examinations in one day are not a conflict.**

**Cafeteria:**

There will be **NO** cafeteria service during the examination period (January 25-31).

**Library:**

During the examination period, the library will be open daily between 9:30 a.m. – 1:00 p.m. for quiet individual study. Students not respecting this quiet rule will be asked to leave.

**Student Expectations:**

- Students must supply their own pens, pencils, rulers, erasers, math sets, calculator and other materials required for their examination. Students may **NOT** share materials.
- Students should only come to school during the examination period if they are writing an exam or are dealing with a legitimate school issue. Students will not be allowed to go to their lockers while exams are in progress. If students have a second examination scheduled that day, they will be allowed to study in the library.
- Prior to entering the exam room, students **must** leave all coats, books, notes, etc. in their locker or at the front of the examination room. ***No electronic devices including cell phones, iPad, Chromebooks, programmable calculators, etc. are allowed (unless through accommodation).***
- Student must remain in their exam room for the **FIRST THIRTY MINUTES**, but they may leave quietly anytime thereafter.
- Students must not linger in the halls or corridors after their examinations, as other students may still be completing their examinations.

**Academic Honesty:**

Students will not have access to any unauthorized materials which might be of assistance to them in writing the examination. Students who are caught cheating will be given a mark of **ZERO** for the examination and may be subject to other disciplinary action by the Principal/Vice-Principal.

**Hints for Examination Preparation:**

- ❖ Attend every class.
- ❖ Plan your study time.
- ❖ Know exactly what is being covered on the examination.
- ❖ Find a good place to study.
- ❖ Keep your notes up to date
- ❖ Listen attentively to your teachers.
- ❖ Follow directions.
- ❖ Get all those end of term assignments in for the important term mark.
- ❖ Take part in class review activities.
- ❖ Ask questions when you are not sure of something.
- ❖ Review all class notes and hand-outs. Highlight the key points.
- ❖ Divide your studying into realistic sections with breaks.
- ❖ Study well in advance so that all areas will be reviewed.