

EARL HAIG SECONDARY SCHOOL

January 2025 - Student Examination Information

Exam Days: January 22, 23, 24, 27 & 28

Attendance

Please 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 you are not sure, please ask your subject teacher for the location and date of your examination. The exam schedule will be posted on the **school website** and will be posted **outside the Main Office and Cafeteria.** We will also email the exam schedule to all students/parents/guardians via school messenger. Teachers will also be posting the exam schedule on their digital platforms (Brightspace and/or Google Classroom).

Lateness

Students who are late 15 minutes or less for examinations should go directly to their exam room. **If you are more than 15 minutes late for your examination, please go to the Main Office to sign-in.**

Absence & Missed Examinations

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

Examination Conflicts

A conflict is defined as two regular examinations scheduled at the same time. Students who have examination conflicts must notify their alpha administrator by **Wednesday, January 8th, 2025.** Please note, two examinations in one day (AM and PM) are **not** considered as a conflict.

Academic Honesty

Students must not have access to any unauthorized materials during the course of the examination session. Students who are caught cheating will be given a mark of **ZERO** for the examination and may be subject to other disciplinary action(s) by the Principal/Vice-Principal.

Cafeteria

There will be **NO** cafeteria food service during the examination period (January 22-28). The cafeteria space will remain open **all day for group study** during the examination period.

Library

During the examination period, the library will be open daily between **8:30 am to 12:30 pm for quiet individual study.** Students not respecting this quiet rule will be asked to leave and/or study in the cafeteria.

Textbook & Class Material Collection

Students are expected to return all textbooks and/or borrowed class material no later than the day of their examinations. Collections will occur during the scheduled exam session. Please speak with your teachers for further instructions.

Student Accommodations

- **ALL STUDENTS will have access to extra time** for their examinations, to a **maximum of three (3) hours**. Students requiring extra time as part of their IEP, ILP and/or ESL language needs, will have access to this accommodation with their peers.
 - No medical and/or additional notation is required to access extra time.
 - Please note that extra time is deemed relative to the standard examination time length and not relative to other students.
- Students requiring **assistive device/technology access** as part of their current IEP or ILP accommodations will be able to write examinations in supervised computer rooms. Classroom teachers and Special Education staff will connect with these students individually. Written notice of students opting out of this accommodation is required. Please contact our department head of Special Education, Ellen.Petrovits@tdsb.on.ca and classroom teacher(s) for written notice of opting-out of this accommodation.
- Students who require additional accommodations that are not listed in their current IEP or ILP will need to connect with their alpha administrator **before January 8, 2025**.

Student Expectations

- Students must supply their own pens, pencils, rulers, erasers, math sets, calculators and other materials required for their examination. Students may **NOT** share materials. Please bring only the materials your teachers require. Pencil cases are to remain in your backpacks.
- Students should only come to school during the examination period if they are writing an exam or a dealing with a legitimate school issue. Students will **NOT** be allowed to go to their lockers while exams are in progress. If students have an afternoon examination scheduled that day, they will be allowed to study in the library or cafeteria.
- Students must leave all coats, books, notes, etc. in their locker or at the front of the examination room prior to sitting at their examination desk. **No electronic devices including cell phones, Ipad/tablets, Chromebooks, programmable calculators, etc. are allowed.**
- Students must remain in their examination room for the **FIRST THIRTY (30) MINUTES**, but they may leave quietly anytime thereafter.
- Students must not linger/stay in the halls or corridors after their examinations, as other students may still be completing their examinations.

Hints for Examination Preparation

- Attend every class to know exactly what topics are covered on the exam.
- Submit all term assignments and summative tasks before exams.
- Participate in all end-of-course review activities.
- Plan your study time well in advance.
- Find a good place to study (free from distractions).
- Review and highlight key points in your notes.
- Ask questions if you are not sure of something.
- Attend Teacher Office Hours and Peer Tutoring Support.
- Divide your studying into manageable sections with breaks (don't cram).