



CENTENNIAL REGIONAL HIGH SCHOOL

INSTRUCTIONS TO STUDENTS WRITING FINAL EXAMS IN JUNE 2016

Carefully read each point below in order that you prepare yourself for the June 2016 exams.

1. You are to be on time for all of your final exams. Students who are late (less than 30 minutes) must report directly to **Ms. Kilpatrick, Vice-Principal at the B-Wing Office**. **Students who are more than 30 minutes late will not be permitted to enter the Exam Room or to write the exam.**

2. Upon entering the Exam Room, you should take your seat immediately.

Please note – NO electronic devices (iPods, cell phones, video game consoles of any kind, or iWatch) or reading materials (novels, magazines, etc) are permitted in the Exam Room.



**NO
DEVICES**



**NO EAR
BUDS**



**NO BOOKS
NO MAGAZINES**

Cell phones, mp3 players, or other electronic devices are not to be brought into the Exam Room. It is **ABSOLUTELY FORBIDDEN** for students to be carrying any electronic devices as dictated by the Ministry. **Anyone caught with/using a cell phone or other electronic device will have his/her exam confiscated. The student will then receive a mark of “zero” on his /her exam.** To avoid any issues or problems, students are **NOT** to bring these items into the Exam Room **AT ALL**.

3. **All bags/backpacks, jackets, hats and/or personal possessions MUST be left at the front of the classroom for the duration of the exam. Students’ desks must be clear of all materials, except the items allowed to be used for the exam.**
4. You must bring your own writing materials (pens, pencils and erasers).
5. You must know the **DATE**, the **TIME** and **LOCATION** of each of your final exams. Final exam schedules will be posted in the Student Lounge. Make a note of all the **codes** and **sections** of the exams which you are scheduled to write. This information is found on your timetable.
6. **Students who have extended time will be writing their exams with their groups. Arrangements will be made to accommodate the extra time required.**
7. Exams are to be written **June 6th - June 21st**, having a duration of either 2, 2.5 or 3 hours. Students in Sec 3, 4 and 5 may be dismissed 30 minutes early for a 2 hour exam, 45 minutes early for a 2.5 hour exam and 1 hour early for a 3 hour exam. Sec 1 and 2 students must stay in the exam for the duration of the exam with no early dismissal.
8. Once the exam begins, no communication between students will be permitted. Should you have a problem, raise your hand and wait for the invigilator to answer your question.
9. If you do not have an exam or a scheduled teacher tutorial **during June 6 – 21**, you are **NOT** to be in the building. If you have finished your exam and are waiting for the bus, you may only wait in the cafeteria or outside. Students are **NOT** allowed to be wandering the halls or in the student lounges.
10. **R.T.L. Information: The bus schedule for the exam period June 6 – 21 is attached and will also be posted in the student lounges, the main office and on the CRHS website.**
11. Students must follow the school dress code during the exam period.
12. **Any student who is absent for an exam:**
 - (i) Will not be given a mark for the exam and will not be exempt unless he/she submits a medical certificate, an official appearance in court, or an official notice of a death in the immediate family.
 - (ii) Must contact Ms. Kilpatrick in writing. These documents must be handed in **NO LATER THAN Tuesday June 21, 2016.**

The following reasons of absence will NOT be accepted:

 - (i) Mistaking the date of the exam
 - (ii) Mistaking the time of the exam
 - (iii) Having “slept in”
 - (iv) Missing the school bus
13. **FROM JUNE 6 – JUNE 21, 2016, ALL STUDENTS MUST LEAVE THE SCHOOL IMMEDIATELY AFTER THE COMPLETION OF THEIR LAST EXAM/EXAM OF THE DAY.**