

BISHOP RYAN CATHOLIC SECONDARY SCHOOL

Student Information

Exams & End of Semester 2: June 2017

The following information items are provided so as to assist students with their end of the current school year obligations. 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 **Thursday, June 22nd to Wednesday, June 28th inclusive.**
- **P.A. Day Thursday, June 29, 2017**
- **EXAM VIEWING –Friday, June 30, 2017.** Semester 2 classes will run on an abbreviated schedule until 11:35 a.m. for students to view final exams as well as final course marks. Buses will pick up students at 11:35 a.m.

2. **EXAM SCHEDULE:**

DAY	DATE	PERIOD	Time
Day 1	Thursday, June 22, 2017	ALL Period 1 Classes	8:30 a.m.
Day 2	Friday, June 23, 2017	ALL Period 2 Classes	8:30 a.m.
Day 3	Monday, June 26, 2017	ALL Period 3 Classes	8:30 a.m.
Day 4	Tuesday, June 27, 2017	ALL Period 4 Classes	8:30 a.m.
Day 5	Wednesday, June 28, 2017	ALL Period 5 Classes	8:30 a.m.

3. **PUNCTUALITY:** Students must be prepared to enter the examination area **at 8:25 am.**
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 and parents/guardians will be notified. 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 June 22 - 28.
9. **CAFETERIA and Halls:** After Wednesday, June 21, cafeteria service **WILL NOT** be available. The CAFETERIA is the only designated area for quiet study prior to writing exams. There is to be absolutely **NO LOITERING** in the halls at any time.

10. **Lockers: You are to remove all belongings and clean your locker. Please remove your lock. Lockers will be re-assigned for the 2017/2018 school year. Re-assigned lockers must be the locker that you are to use for the 2017/2018 school year. Switching lockers without a VP's approval will warrant severe consequences! Please note that the 2017/2018 school year begins on Tuesday, September 5, 2017**

BOOK COLLECTION: All textbooks will be collected by the Teacher in the final examination area while students are writing their final exams. In some cases, books will be collected prior to the exam. In the event that a student has left his/her books at home, the student and the Teacher will make arrangements for the return of the outstanding textbooks at a mutually convenient date and time.

Teachers will complete an Outstanding Accounts Form and retain it until the student has returned all books on the previously arranged date and time. Should the student fail to return all books on the mutually arranged date and time, the Teacher will submit the form to the Attendance Office so that Report Cards and other important documentation will be withheld until the Outstanding Account has been cleared by the student.

11. **OUTSTANDING ACCOUNTS FOR SEMESTER 2**

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.

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. The School Uniform Supplier is: RJ McCarthy 125 Nebo Rd. Phone number: 1-800-668-8261

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 Wednesday, Wednesday's exams will be written 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 Area radio stations and television broadcasts: CHML 900 AM, CHAM 820 AM, 1150 CKOC AM, K-LITE 102.9 FM, Y108 FM, WAVE FM 94.7 and CHCHTV Morning Live (Channel 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 non-operational, exams will run as per the Exam Schedule.

14. **GUIDANCE AND STUDENT SERVICES**

Thursday, June 22 – Wednesday, June 28, 2017.

- Counsellors will be available all week for necessary timetable adjustment.
- **Summer School Registration** - St. Charles Adult Education website www.stcharles.ca to the Summer School Registration link.

15. **EXAM VIEWING – Friday, June 30, 2017:**

AM SCHEDULE – EXAM VIEWING	
FRIDAY, JUNE 30, 2017	
Period 1	8:00 a.m. - 8:45 a.m
Period 2	8:45 a.m - 9:30 a.m
Period 3	9:30 a.m - 10:10 a.m
Period 4	10:10 a.m - 10:50 a.m
Period 5	10:50 a.m - 11:35 a.m
Buses will pick up students at 11:35 am.	

16. REPORT CARD DISTRIBUTION

Final Report Cards will be available for pick up from the Cafeteria as of Tuesday, July 4, 2017 from 9:00 a.m. – 12:00 p.m. After this day, Report Cards can be picked up from the Main Office.

**BISHOP RYAN CATHOLIC SECONDARY SCHOOL
EXAMINATION SCHEDULE
SEMESTER 2 – JUNE 2017**

	THURSDAY JUNE 22	FRIDAY JUNE 23	MONDAY JUNE 26	TUESDAY JUNE 27	WEDNESDAY JUNE 28
EXAM TIMES	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5
8:30 a.m. -10:00a.m. 8:30 a.m.- 10:30 a.m. 8:30 a.m. - 11:00a.m. Students may ONLY be dismissed in the LAST HALF HOUR of their scheduled exam times.	COURSE EXAMS ROOM	COURSE EXAMS ROOM	COURSE EXAMS ROOM	COURSE EXAMS ROOM	COURSE EXAMS ROOM
After exam completion	Home to study	Home to study	Home to study	Home to study	

Important Information for Students

- You must be in full uniform
- If you miss an exam for any reason, the Attendance Office must be notified; illness must be accompanied by a medical note; emergencies (such as hospitalization, bereavement...) must be accompanied by a phone call and a legitimate note must follow
- It is your responsibility to arrive on time, prepared with materials, and in the correct location for your scheduled exam
- If you do not have a scheduled class in the exam period, you do not have to be at school
- After each exam, you are asked to leave the building unless you have a scheduled appointment with a teacher; or if there are extenuating circumstances, please see your VP
- If you are here for extra help on a non-exam day, you must be in uniform
- All texts must be returned on/before the day of the exam as per arrangements made by your teacher
- **ON THE DAY OF YOUR LAST EXAM YOU MUST CLEAN OUT YOUR LOCKER. ANY LEFT ITEMS WILL BE DISPOSED OF. PLEASE TAKE YOUR LOCK HOME WITH YOU. YOU WILL BE RE-ASSIGNED A NEW LOCKER FOR 2017/2018 SCHOOL YEAR. THE RE-ASSIGNED LOCKER MUST BE THE LOCKER YOU ARE TO USE. Switching lockers without a VP's approval will warrant severe consequences!**

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MY JUNE EXAM SCHEDULE IS: (please print out your schedule below)

	THURS., JUNE 22 PERIOD 1	FRI., JUNE 23 PERIOD 2	MON., JUNE 26 PERIOD 3	TUE., JUNE 27 PERIOD 4	WED., JUNE 28 PERIOD 5
TIME ▶	8:30 a.m. -	8:30 a.m. -	8:30 a.m. -	8:30 a.m. -	8:30 a.m. -
COURSE CODE ▶					
LOCATION ▶					

- Exams will be written in your regular daily scheduled period classroom location unless your teacher tells you otherwise; check with your classroom teacher for any special instructions.