

WEXFORD COLLEGIATE SCHOOL FOR THE ARTS
STUDENT EXAMINATION INFORMATION
JANUARY 2019

Using the flip side of this sheet, highlight the examinations you are to write, then fill in your personal schedule below!

SUBJECT	COURSE CODE & SECTION	DATE	TIME	ROOM

Attendance:
Remember the time and location of each of your examinations. Highlight the examinations you are to write, then fill in your personal timetable noting the subject, date and time of exam and the location. It is the student's responsibility to be at the correct place at the correct time for each of their examinations. If in doubt ask your subject teacher for the location and date of your examination. Each day's schedule will be posted in the front hall.

Lateness:
Students who are late for examinations should go directly to their exam room. No extra time will be given to a student arriving late for an examination.

Missed Examinations:
Students who miss examinations due to illness **MUST** bring appropriate documentation as outlined on page 12 of the Student Agenda dated the day of the missed exam within 48 hours to the Vice-Principal. Failure to provide documentation 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 meet with Ms. Pink-Grant by Thursday January 17, 2019 to make the necessary arrangements.

Cafeteria & Library:
The cafeteria will be open from 8:00 am to 12:45pm daily. There will be **NO** cafeteria service.

Our library is open for quiet individual study. Students not respecting this quiet rule will be asked to leave. The library will be open from 8:30 to 1:00 January 24th – January 30th and closed on Wednesday, January 23rd.

- 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 cannot leave the examination room at any time during the examination and must remain in the examination room for one full hour. Washroom emergencies will be supervised by an "on call" teacher.
 - ▶ Students must not linger in the halls or corridors after their examinations, as other students may still be completing their examinations.
 - ▶ Students may NOT use cell phones, mp3 players, headsets, or other electronic devices in the exam room.
- NO food or drinks will be permitted in the exam room.

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 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.
 - Review your textbooks at appropriate points.
 - Listen attentively to your teachers and peers.
 - Divide your studying into realistic sections with breaks.
 - Get all those end of term assignments in for that 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.
 - Follow directions.
 - Study well in advance so that all areas will be reviewed.