



SJCHS EXAM PROCEDURES

- Students are expected to be in their designated exam room by **7:55 am**. Exams will start promptly at **8:00am**.
- Students may not bring coats, backpacks, food or drink (water bottles excepted) into the examination room.
- The use of cellphones, audio/video recording devices, iPods, headphones or music players, as well as e-mail, text, social media platforms during the exam is prohibited.
- Grade 9 and 10 students are not permitted to leave the examination room until **9:00am**.
- Grade 11 and 12 students are not permitted to leave the examination room until **10:00am**.
- Students are to quietly and respectfully leave their exam rooms when finished. Students are permitted to quietly access their lockers once they have finished their exam.
- After the exam, students may study in the library or a classroom (subject to pre-arrangement with the teacher) or wait in the atrium until departure.
- Students must hand in their textbooks on the day of the exam, if not earlier.
- Any student who misses an exam due to an error or lateness on their part will be at risk of receiving a zero for the missed exam. A consultation meeting including the Student Success Team and the subject teacher will be scheduled to determine next steps.
- The uniform dress code is in effect on examination days. Students are required to come to school and depart from school in full uniform. Students who are not in dress code will report to the office.
- If inclement weather forces the cancellation of an exam day, the exams will simply be pushed back by one day. This cancellation would be posted on the school's social media platforms, as well as the Board website.