

EXAMINATION RULES AND REGULATIONS

1. All exams will occur at 9:00 am. Students must remain in their exam room until 10:00 am.
2. It is the responsibility of each student to be present on time and in the correct location for each of their exams. Students who are absent for a scheduled exam, **must** notify the office (267-4724) of their absence **prior** to the start of the examination, and **must** provide a doctor's certificate upon their return to school.
3. Students must be in uniform to write their exam. Students not writing examinations are not required to be present.
4. Shuttle buses will run to Smiths Falls, Lanark, and Westport each exam day. These buses will leave the school at 12:00 noon and drop students off at the local arena in each town. The Lanark shuttle will also drop off at the Innisville gas station on highway 7. Please note, regular buses will run at 3:00.
5. During the exam period, it is expected that all people will be quiet and respectful of the needs of others who are writing and studying for their exams. For this to be realized, we request that:
 - a) The classroom areas remain out of bounds during scheduled exam periods
 - b) People leaving exams, please do so quickly and quietly
 - c) The library will serve as a SILENT STUDY area only. The atrium will be a relaxed working environment from 9:00 – 11:30 and 12:15 – 3:00 p.m. each day
 - d) The gym is closed and out of bounds.
6. The cafeteria will be available as a lunchroom from 11:00 – 12:30 each day.
7. All text books must be returned to the subject teacher the day of the exam. Textbooks will not be accepted in the main office.
8. Should bad weather force the cancellation of school buses, then exams on that day will be cancelled and an announcement will be made prior to 8:00 a.m. on **LAKE 88.1**. The entire exam schedule will shift ahead one day to accommodate this change. (For example: If a Thursday exam day is cancelled due to a snow day, then Thursday's exam is written on Friday and Friday's exam on Monday etc.)
9. Students are allowed to bring only those materials required for the exam into the exam room. No personal electronic devices (ie. phones/iPods/iPads) will be allowed in the exam room unless directed by your teacher.
10. Students caught cheating on an exam will be given a zero. Cheating includes getting or giving information to or from other students.

PLEASE NOTE

The day before Exams begin please bring ALL textbooks and notebooks needed to study in case there is a snow day.