

Examination Guidelines

Please remember the following practices regarding the writing of formal exams at St. Bonaventure's College:

Dress Code: Full uniform for December exams. Dress down guidelines must be followed for June exams.

1. The onus is on the student to be familiar with his/her exam schedule. He/she should be aware of the date and time of each exam. As a rule, students will not be allowed extra time if they should arrive late for an exam. If an exam is missed, for any reason, the student will be required to write the exam on conflict day. If a student is sick, parents must contact the office ASAP. If possible, a doctor's note should be provided.
2. During the exam period there are NO regular classes. Students only come to school for their exam. Please note however, that the Cafeteria will be available for the purpose of study a half hour before the start of each exam. Students who are disruptive will lose the privilege of using this area and may be required to study at home.
NOTE: The resource room will be closed during the exam period.
3. Once students have entered the exam rooms, absolute silence is expected. No books, notes **or** other materials related to the subject may be taken into the exam rooms, except as may be permitted by the subject area teacher(s). **NO CELL PHONES OR SMART WATCHES ARE ALLOWED ON A STUDENT. CELL PHONES AND SMART WATCHES MUST BE GIVEN TO THE EXAM SUPERVISOR.**
4. Once seated in the exam rooms, students are not to touch the exam paper and are expected to remain silent until everyone is seated. The supervising teacher will provide any instructions that are necessary and will lead a prayer. At that time the exam will commence and students may look at the exam paper. Under no circumstances should a student do any writing until the exam has officially commenced.
5. Attendance will be taken at the start of the exam. Bathroom should be attended to before the exam starts.
6. Students may not ask questions of the supervisors which are intended to help explain questions or define vocabulary used in the examination. If there is evidently a mistake in the exam paper, this should be brought to the attention of the supervisor who will seek clarification.
7. If a student requires scrap paper during the course of an exam, he/she should raise his/her hand to signify their need for paper etc.
8. Students are required to remain in the exam rooms for a minimum of one hour and thirty minutes for 2 hour exams and 2 hours for 3 hour exams. If a student completes his/her exam before the allotted time has expired, he/she must remain until the first dismissal.

9. When the exam period has ended students will be asked to stop writing. They will remain seated until the supervisor has asked them to bring their exam paper to the collection table.
10. Students must submit all papers they have been given. A student may not leave the exam rooms with any exam-related material. All papers including the multiple-choice sheet, scrap paper, and foolscap should be tucked inside the exam booklet before going to the collection table. Place your exam booklet in the appropriate pile on the collection table.
11. The onus is on the student to properly label his/her exam paper and to ensure that their name is on every sheet to be submitted for evaluation. Before handing in the exam, the student should organize the pages so that they are in the proper sequence.
12. Cheating is considered a very serious offence; in addition to receiving a grade of zero on the exam, a student will face disciplinary procedures including the possibility of expulsion.
13. During the Exam Period, Tutorial Classes have been scheduled by teachers. Students attending these classes are free to ask questions and seek help from the teacher assigned to them. Students must follow the direction of the teacher and behave appropriately.

A.M.D.G