

**ST MARY CATHOLIC SECONDARY SCHOOL**  
**STUDENT EXAMINATION INFORMATION PACKAGE**  
**EXAM REVIEW AND END OF SEMESTER 2**  
**June, 2022**

**A. Macaluso, Principal**  
**S. Esposto, T. Toth Vice Principals**

Please read this information carefully and keep this sheet readily available. It is your responsibility to share this information with your parents and/or guardians. It is also your responsibility to comply with each item as it may apply to you.

**EXAMINATION DATES AND PROCEDURES**

The expectation is that there is meaningful learning for the final classes of the semester. Students are asked to take advantage of this opportunity for intensive review for examinations by teachers, the scheduling of in-class examinations, quizzes and/or culminating activities and assignment submissions.

Examinations will take place from **Tuesday, June 21 to Monday, June 27, 2022**. All exams begin at **8:45 a.m.** and will be written in the designated locations under the supervision of the classroom teacher. The length of the exam will vary according to the grade level.

**Tuesday, June 28**, is a Professional Activity Day. Students are not expected to be at school.

**Wednesday, June 29** students will have an opportunity to view their final exams (see special timetable below).

**EXAM SCHEDULE:**

Students are aware of the examination schedules and will follow the protocol outlined using the Exam Day-Class Period model. This mirrors the students' daily timetable for course and section, teacher and classroom.

**DRESS CODE FOR EXAMINATIONS:**

Students are expected to be in ***FULL UNIFORM*** on exam days whether they are writing the examination or not. **Students will not be allowed on campus to study or write exams unless they are in full uniform.** Further, non-uniform items may not be brought into the exam area. Backpacks, book bags, coats should be placed in lockers prior to the exam. Students in breach of the uniform policy must report to the vice-principals prior to the exam. The students will need to get into full uniform before writing their exam.

**BOOK COLLECTION AND OUTSTANDING ACCOUNTS:**

Students are required to hand in the textbooks that were assigned to them by their course teachers at the start of the semester. If books have not been submitted prior to exam week, they must be returned to the appropriate location prior to the exam being written. Students who do not have their texts must see the vice-principal prior to the exam in order for payment or book return to be made. A receipt allowing entry to the exam will be provided by the vice-principal.

Students must clear all outstanding accounts prior to the start of exams. This includes the return of teachers' materials, texts, library books and school equipment including uniforms. Returned items

must be in good order and any lost or damaged items will be replaced by the student or the replacement cost will be paid to the school. If there are difficulties, please see a Vice-Principal to make arrangements.

**Students who have dropped courses MUST ensure that they return all textbooks to the teachers of those courses.**

**PUNCTUALITY:**

Students must be at school in their designated room or area and by 8:40 a.m.

**LATE ARRIVALS:**

If a student is late for an examination they must report directly to the attendance office. The student will be accompanied to the examination area and will be allowed to sit and write the examination. No extra time will be allotted for the late student. **No student will be admitted to the examination room 60 minutes after the scheduled start of the exam without the permission of the vice-principal.**

**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** has passed. Students must submit the exam and all pertinent materials to the supervising teacher before leaving the exam area. **No exam or part of the exam will be accepted by any teacher once the student leaves the examination area.**

**ABSENCE FROM AN EXAM:**

It is the responsibility of each student to be present for the scheduled exam for his/her course. A student who is absent for 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.**

**ACADEMIC DISHONESTY:**

Cheating on exams is a serious offence and any student found to be in breach will receive a grade of **ZERO (0)** on the examination.

**PERSONAL ELECTRONIC DEVICES:**

Personal Electronic Devices of **ANY KIND ARE NOT PERMITTED** to be brought into any EXAMINATION ROOM. Students who are in breach of this provision will face consequences which include, but are not limited to, confiscation of the item, removal from the exam area and other sanctions imposed by the administration.

**Please be aware that non-programmable scientific calculators are allowed contingent on the instructions of the classroom teacher and department head.**

**STUDY HALL:**

The CAFETERIA is the ONLY area designated for QUIET study prior to and after writing exams. Cafeteria services are unavailable during exams. There is absolutely **NO LOITERING** in the halls at any time, since examinations are being written in classrooms and portables.

**LEARNING COMMONS/LIBRARY:**

The library will be closed during final examinations and will be used for students writing exams with resource assistance/medical accommodations.

**GUIDANCE AND STUDENT SERVICES:**

During the examination week, counsellors will be available for timetable adjustments and other inquiries from 8:30 a.m. to 12:00 p.m. Please contact Guidance if you have any questions or concerns. Book appointments by accessing the student’s mysite and then selecting stmary guidance bookings.

**JUNE 21 TO JUNE 27** - all Timetable changes

**SCHOOL BUS TRANSPORTATION:**

School buses will be on regular schedules for exam days from **June 21 to June 27**. As exams conclude no later than **11:45 a.m.**, students are encouraged to find their own transportation home or remain at school in the cafeteria for study hall. **Please have your parents pick you up at the BACK of the school (football field/parking area.)**

**LOCKER CLEAN-UP:**

Please clean your locker before you leave for summer holidays and take your locks home with you and you can use them next year.

**SPECIAL TIMETABLE FOR Wednesday JUNE 29:**

Students will be able to review their final examinations and will follow the modified timetable listed below. Students are expected to be in full uniform on this day. **Early Dismissal**

<b>EXAM VIEWING - Wednesday, JUNE 29, 2022 TIMETABLE</b>				
<b>PERIOD</b>	<b>START</b>	<b>END</b>	<b>SEMESTER 1 EXAM REVIREW</b>	<b>LENGTH</b>
1	8:30	- 9:15	Anthem, Prayer & Class	45 minutes
2	9:20	- 09:50	Class	30 minutes
3a	9:55	- 10:25	Class	30 minutes
3b	10:30	- 11:00	Class	30 minutes
4	11:05	- 11:35	Class	30 minutes

**NOTE:** Any questions/concerns regarding final exams or marks **MUST** be addressed on **Wednesday, June 29, 2022** with the classroom teachers during exam viewing sessions.

**Bus Transportation Will Be Provided at 11:38 on Wednesday June 29, 2022**

**REPORT CARD PICK UP:**

Students will be able to pick up their report cards on Friday **July 8** in the week following the semester’s completion in the Main Office. As well, report cards will be able to be picked up at the Main Office throughout the summer from 8:30 am to 3:30 pm (weekends and statutory holiday exempted). Students will also be able to view their final mark by accessing MyPath.

<b>EXAM SCHEDULE~ JUNE 21 TO JUNE 27, 2022</b>				
<b>Tues. June 21</b>	<b>Wed. June 22</b>	<b>Thurs. June 23</b>	<b>Fri. June 24</b>	<b>Mon. June 27</b>
<b>PERIOD 1</b> <b>EXAMS</b> <b>8:45AM</b>	<b>PERIOD 2</b> <b>EXAMS</b> <b>8:45AM</b>	<b>PERIOD 3a</b> <b>EXAMS</b> <b>8:45AM</b>	<b>PERIOD 3b</b> <b>EXAMS</b> <b>8:45AM</b>	<b>PERIOD 4</b> <b>EXAMS</b> <b>8:45AM</b>
<b>PM Home to Study</b>	<b>PM Home to Study</b>	<b>PM Home to Study</b>	<b>PM Home to Study</b>	<b>PM Home to Study</b>
<b>Tues. June 28</b>	<b>Wed. June 29</b>			
<b>PA DAY</b> <b>No School</b>	<b>EXAM VIEWING</b> <b>AM ONLY</b>			

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

	<b>Tuesday June 21 PERIOD 1</b>	<b>Wednesday June 22 PERIOD 2</b>	<b>Thursday June 23 PERIOD 3a</b>	<b>Friday June 24 PERIOD 3b</b>	<b>Monday June 27 PERIOD 4</b>
<b>TIME→</b>	<b>8:45 AM</b>	<b>8:45 AM</b>	<b>8:45 AM</b>	<b>8:45 AM</b>	<b>8:45 AM</b>
<b>COURSE CODE→</b>					
<b>LOCATION→</b>					

**Examinations will be written in your regularly scheduled period unless your teacher instructs you otherwise. Check with your classroom teacher.**