

January 2012

Examination Instructions – For Students

1. Students are responsible for knowing their exam dates, times, and locations. Students who arrive late for an exam will be permitted to write in the remaining time. **They will not be given extra time.**
2. Students who do not write an exam will receive a mark of ZERO unless they provide the office with a Doctor's Note. The Doctor's Note must:
 - Be signed by a medical doctor registered with the College of Physicians and Surgeons of Ontario.
 - List all consecutive days the student was absent from school.
 - Be brought to the school as soon as the student has recovered from their illness (i.e. the day following the last day listed on the Doctor's Note)
 - Include the statement "This student was unable to write his/her exam on date(s) for medical reasons".
 - Show that the physician was consulted on the day of the exam or the next day. A statement merely confirming a report of illness made by the student is not acceptable.
3. Students should bring required equipment (e.g. pencil, pen, eraser, ruler, calculator, etc.) **Students must be in proper SATEC uniform and bring their 2011-2012 SATEC Student ID Card.** You may wish to bring water with you to the examination room.
4. Students may not have programmable calculators, cell phones, pagers, iPhones, iPods, MP3 Players, Blackberry devices, or any other communication devices at any time during an examination. Students found in possession of such a device or cheating during an examination, whether the device is on or off, will receive consequences. Consequences may include suspension and/or a mark of ZERO on the examination, determined at the discretion of the teacher and administration.
5. **Students may not leave the exam room before 1-hour of the exam has passed or during the last 15 minutes of an exam to ensure halls are kept quiet.** When students leave the examination room they are to exit the school quietly, as other students will still be writing.
6. Students should only come to school during exams if they have an exam or legitimate school business. **Students are not to go to their lockers while exams are in progress.** Students who have two exams in one day are allowed to study in the library; they must stay out of the halls while other students are writing exams.
7. Please bring your textbooks to the exam for collection if they were not collected in class.
8. Only the front doors of the school will be unlocked.
9. There will be no cafeteria service during exams.
10. Library hours during exam days will be 8:30 a.m. to 1:00 p.m. for QUIET STUDY. The library will be closed on Wednesday January 25 at 1:00 p.m. and Wednesday February 1 all day.



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