

Missed Final Exam Policy

Final exams are an important part of the assessment process in many courses at Carson Graham. The primary purpose of these exams is to evaluate individual student learning within these courses. In addition, they serve to reinforce the content that has been taught and they provide valuable preparation for the writing of provincial and scholarship examinations. **As such, all students who have final examinations are required to write them during the scheduled school examination period. In addition, Provincial exams at the grade 10 level are compulsory. The Provincial Exam schedule cannot be altered: It is set by the provincial government for all students in British Columbia. Parents and families must make all efforts to avoid planning holidays that conflict with scheduled exams.**

If, for some reason, such as a medical emergency, a student is unable to attend the examination session, he/she will be assigned a “zero” letter grade (0) for the exam. In order to change the zero letter grade, the student must make arrangements for an alternative writing of the examination with the classroom teacher directly. The writing of this rescheduled exam must take place within two weeks after the original exam or by the end of the school year, whichever occurs first. Students who are medically unable to write a rescheduled exam within the two-week period will be assessed at the discretion of the individual teacher.

If the student fails to complete these alternate arrangements, the result of the examination will be zero, which will be included in the calculation of the final letter grade/percentage for the course.

It is the sole responsibility of the students to check the exam schedules and be present to write all of their exams at the scheduled times. Please ensure that family holidays, trips and other events take place after all exams are written. Following are exam policies for students and parents to know:

Students who are unable to write a Provincial Exam as a result of serious illness or injury must contact administrators as soon as possible. Again, medical documentation may be required. Provincial exams missed for any reason may only be re-written at the next sitting of the provincial exam. To view schedule go to: <http://www.gov.bc.ca/exams>.