



SEYCOVE SECONDARY COMMUNITY SCHOOL

EXAMINATION RULES (to be read to students the week before exams)

Report Exam conflicts to the Office immediately

1. Students must report to their designated exam location (classroom/gym) **AT LEAST 20 MINUTES BEFORE COMMENCEMENT OF THE EXAM.**
2. Students are responsible for bringing **all exam writing materials** (i.e. HB pencils, pens, and calculators where allowed by subject teacher).
3. No student will be permitted to leave the examination room within **one hour of the commencement** of the exam. During the last 10 minutes of all exams, no student will be allowed to leave the exam room.
4. No student will be permitted to enter the examination room after **one-half hour from the start** of each examination. In the event of such lateness, the student should report to the office.
5. The order to **“stop writing” must be obeyed** immediately.
6. Cell phones, iPads **cannot** be used as calculators. Only dedicated calculators may be used during examinations. Please see the Ministry [Calculator Policy](#) for further and specific details.
7. **NO STUDENT WILL GIVE OR RECEIVE ASSISTANCE OF ANY KIND IN ANSWERING THE EXAMINATION QUESTIONS.** Students are not permitted to take into the examination room any book, paper, language dictionary (electronic or other – except for Mathematics Department exams) or anything else from which assistance in the examination might be derived.-
8. Students will **neither talk nor whisper** to each other. Should any breach of these regulations be discovered, the Supervisor will confiscate the examination paper immediately. The examination paper, together with confiscated material, will then be forwarded to the administration with a complete explanation of the circumstances.
9. Absence from an examination must be accompanied by a **medical note**. Arrangements to rewrite must be arranged by the student and a parent with his/her classroom teacher and the school administration. See [Missed Final Exam Policy](#).
10. Backpacks, books, and hats must be placed on the floor at the front or back of the examination room for security reasons. **Cell phones, iPads or any other electronic device(s) must be off and not accessed in any way during exams. DO NOT BRING VALUABLES WHEN WRITING EXAMS.** Hats will not be worn during exams.
11. Students are expected to bring their Seycove Go Card to the examination for identification and student number purposes. Your 6-digit Seycove student number is required for exam bubble sheets. This number is NOT your computer log in number, bring your Go Card with you to all exams.

The above rules largely follow guidelines established by the Examination Branch of the Ministry of Education.
They are in place at Seycove to maintain the integrity of exam results and the validity of the exam process.

***Students are reminded that it is their responsibility to return textbooks to their teachers prior to exams.
Students will be charged for unreturned textbooks and materials.***