

January 2016 Provincial Exam Guidelines for Students

In order to best prepare students for the writing of provincial examinations please review the following guidelines for students:

1. Students are expected to remain quiet and calm before, during, and after examinations.
2. Students must arrive a minimum of **20 minutes** prior to the start of the examination so they can receive the necessary instructions and complete the provincial exam sign-in process.
3. A student's Go Card or other photo ID is required for Provincial Exams and should remain on his/her desk during the examination.
4. When students enter the examination room, they are expected to:
 - a. leave all bags at the front of the gym or classroom.
 - b. turn off and leave any phones or electronics brought into the exam room in their bag at the front of the room. For security and efficiency, we encourage students to leave their electronics & valuables at home.
5. Items that are permitted:
 - a. Pencil(s), pen(s), a ruler and if necessary, an approved calculator (no pencil cases)
 - b. Bottled water
6. If a student must go to the washroom during the examination, the student is to raise his/her hand, and a teacher will escort the student to and from the washroom.
7. Students are required to remain in the examination room for 1 hour before they are permitted to leave. Students who are late will not receive extra time. Students arriving more than 30minutes late will not be admitted to the exam.
8. All Provincial Examinations are designed to be completed within two hours. Students are permitted up to an additional 60 minutes, if required.
9. Students must return any textbooks to their TEACHER before the exam.
10. Students are responsible for checking their provincial exam schedule.