JANUARY 2016 EXAM PROCEDURES **Name:_____**

This package has important information for you. Please keep it in a safe place, or record the information you need in a way that is easily accessible to you.

1) Identify your exams

a) Please check your schedule and the exam schedule attached to record courses for which you have exams. Note the date, time and room number and length for all of your exams.

Course and Section	Date	Start Time	Room Number	Exam Length	Special instructions (eg. bring calculator)

b) Consult your teacher for special instructions.

c) If two of your exams occur at the same time, you have an **exam conflict**. Please report to the office if you have an exam conflict.

d) If you have an IEP and require accommodations for your exams, ensure to sign up in time.

2) On the day of your exam

a) Be rested, eat well, and plan to arrive at least 15 minutes before the examination begins. No extra time will be given to students who arrive late. For students on the ESL/Special Education list who are requesting extra time, it will be calculated from the scheduled exam start time. Students who are more than 30 minutes late for an exam must sign in at the main office before going to the examination room.

b) Remember to bring your textbook and all required supplies as instructed by your teacher. Clear water bottles with no labels are permitted, except in science labs.

c) Sharing supplies is not allowed. Food, bags, hats, coats, pencil cases or electronic devices (excluding approved calculators) will not be permitted in the exam room.

3) Just before writing the exam

a) Please do not talk after you enter the room. Do not touch the materials on your desk or table until instructed to do so by the presiding teacher.

b) Check the number of pages of the exam to ensure that none of the pages are missing. Also, check if the exam is to be written on foolscap, the exam paper itself or on a Scantron sheet.

4) At the end of your exam

a) Students may leave the examination room after 90 minutes or at the end of the exam time.

b) At the conclusion of the exam, number each page of foolscap and put them in numerical order. Ensure that Scantron sheets are completed correctly (if applicable). Make certain that your name is on each page.

c) When the end of the exam is announced, stop writing immediately. Remain seated without talking until all exams have been handed in and you are dismissed by the presiding teacher.

5) Missing an exam (see page 15 of Agenda for full details)

a) If you miss an exam, you will receive a mark of "0".

b) Students who miss an exam due to illness will receive a mark of "0" unless the student writes an alternative exam, on an alternative date.

c) If you are sick on the day of one of your exams, unable to write your exam:

i) Phone the school at (416) 395-3330 (press 1)

ii) Accurately complete a ***Missed Evaluation Procedures Form*** from the Main Office.

iii) Complete all necessary documentation.

iv) Submit the above form(s) to Mr. Bibla or Mr. Morris within two school days.

6) Engaging in academic dishonesty

Academic dishonesty occurs when one **gains** or **provides** an unfair advantage to someone else. Those involved in academic dishonesty will receive a mark of "0" for the full work in which cheating occurred, no matter what their role and whenever the cheating is discovered, whether before, during or after the evaluation.

7) Final Mark and Exam Review Dates

February 3 and February 4 are final mark/exam review dates. Details will be posted later.

JANUARY 2016 EXAM SCHEDULE

Monday, January 25									
TIME: 9:00 am					TIME:1:00 pm				
Course	Sec	Teacher	Hrs	Rm	Course	Sec	Teacher	Hrs	Rm
ENG2D1	01	COVENT	1.5	CAF	BAF3M1	01	OSIER	2.0	113
ENG2D1	03	COHEN	1.5	CAF	BAF3M1	03	STOFFMAN	2.0	117
ENG2D1	05	CHAU	1.5	CAF	CGC1D1	01	WATT	1.5	CAF
ENG2D3	01	REGAN	1.5	CAF	CGC1D1	03	WHITFIELD	1.5	CAF
ENG2D6	01	GOURLEY	1.5	CAF	CGC1D3	01	LEE	1.5	CAF
ENG4U1	01	REGAN	2.0	121	CGC1D6	01	WHITFIELD	1.5	CAF
ENG4U1	03	TEBBUTT	2.0	123	CGC1D8	01	LEVY	1.5	CAF
ENG4U1	06	MANCINI	2.0	117	CHW3M1/6	01	CADE	1.5	214
ENG4U3/6	01	BERENSTEIN	2.0	119	MCV4U0	01	GUGOIU	2.5	121
MCR3U1	01	KLEMENSBERG	2.0	223	MCV4U0	02	GUGOIU	2.5	123
MCR3U1	03	FOURMANOVSKIS	2.0	225	MHF4U1	01	GALO ARCIA	2.0	223
MCR3U3	01	GUGOIU	2.0	227	MHF4U1	02	SEGEV	2.0	225
MCR3U3	02	MA	2.0	229	MHF4U1	03	SEGEV	2.0	227
MCR3U3	03	MA	2.0	231	MHF4U1	04	MA	2.0	229
SNC1P1	01	CHAU	1.5	106	MHF4U1	05	GALO ARCIA	2.0	213
					SNC2P1	01	CHAU	1.5	106

Tuesday, January 26									
TIME: 9:00 am					TIME:1:00 pm				
Course	Sec	Teacher	Hrs	Rm	Course	Sec	Teacher	Hrs	Rm
CHC2D1	01	KNEBEL	1.5	CAF	BBB4M1	01	OSIER	2.0	119
CHC2D1	03	LEE	1.5	CAF	ESLEO8	01	COVENT	1.5	211
CHC2D1	06	ELSO-PONZO	1.5	CAF	ESLEO8	04	SOTO GORDON	1.5	111
CHC2D6	01	LEE	1.5	CAF	FSF1O8	01	CAPOZZI/MILENOVIC	1.5	201
CHC2D8	01	NEMEROFSKY	1.5	CAF					
ENG3U1	01	KNEBEL	1.5	207					
ENG3U1	05	COHEN	1.5	209					
ENG3U3	01	TEBBUTT	1.5	211					
ENG3U3	03	HANNA	1.5	208					
ENG3U6	01	HANNA	1.5	210					
EWC4U1	01	REGAN	2.0	125					
FSF1D1	01	LAN	1.5	202					
FSF1D1	03	LAN	1.5	201					
FSF1D1	05	KVACHE	1.5	204					
SBI4U1	01	LAW	2.5	106					
SBI4U1	02	LAW	2.5	104					
SBI4U1	03	LAW	2.5	102					

Wednesday, January 27									
TIME: 9:00 am					TIME:1:00 pm				
Course	Sec	Teacher	Hrs	Rm	Course	Sec	Teacher	Hrs	Rm
CGW4U1	01	WATT	2.0	208	CLU3M1	02	FREEDMAN	1.5	CAF
CHC2P1	01	CADE	1.5	214	CLU3M1	03	FREEDMAN	1.5	CAF
ENG1D1	01	ROPPA	1.5	CAF	ESLDO8	01	COVENT	1.5	211
ENG1D1	03	CAPOZZI (MILENOVIC)	1.5	CAF	ESLC/DO8	03	O'BRIEN	1.5	210
ENG1D1	05	BERENSTEIN	1.5	CAF	ESLD/EO8	04	SOTO GORDON	1.5	204
ENG1D3	01	BERENSTEIN	1.5	CAF	ESLC/DO8	05	KVACHE	1.5	214
ENG1D3	02	COHEN	1.5	CAF	FSF1P1	01	CAPOZZI/MILENOVIC	1.5	111
ENG1D6	01	CARPENTER	1.5	CAF	FSF1P1	03	HANNA	1.5	201
ENG4C1	01	TEBBUTT	2.0	119	HHS4U1	01	ROPPA	2.0	209
FSF2D1/6	01	MARTIN-JORDACHE	1.5	206					
FSF2D1/6	02	MARTIN-JORDACHE	1.5	207					
FSF2D3	01	LAN	1.5	202					
HZT4U1	01	NEMEROFSKY	2.0	213					
IDC4U1	03	STOFFMAN	2.0	212					
SBI3U1	01	BATRAS	2.0	102					
SBI3U1	03	BATRAS	2.0	104					
SBI3U3/6	01	ASSIM	2.0	106					

Thursday, January 28									
TIME: 9:00 am					TIME:1:00 pm				
Course	Sec	Teacher	Hrs	Rm	Course	Sec	Teacher	Hrs	Rm
BMI3C1	01	STOFFMAN	1.5	211	AVI4M1	01	SIMPSON	2.0	111
CIA4U0/3/6	01	CUTTLE	2.5	117	BOH4M1	01	OSIER	2.0	117
CIA4U1	01	MALO	2.0	113	ICS2O1/6	01	KRASTEVA	1.5	CAF
ESLA/BO8	01	ROPPA	1.5	213	ICS2O3	01	KRASTEVA	1.5	CAF
ESLA/BO8	02	KVACHE	1.5	214	ICS2OF	01	DYKE	1.5	CAF
SCH3U1	01	DICKS	2.0	104	ICS3U1/6	01	KRASTEVA	2.0	CAF
SCH3U1	02	TEPER	2.0	111	ICS3U3	01	DYKE	2.0	CAF
SCH3U1	03	DICKS	2.0	106	ICS3UF	01	DYKE	2.0	CAF
SCH3U3	03	DICKS	2.0	102	SCH4U1	03	EXTAVOUR (RUNGEE)	2.5	102
SNC1D	01	IDESTROM	1.5	119	SCH4U3	01	EXTAVOUR (RUNGEE)	2.5	104
SNC1D1	03	IDESTROM	1.5	121	SCH4U6	01	EXTAVOUR (RUNGEE)	2.5	106
SNC1D3	03	BOUTTELL	1.5	123					
SNC1D6	01	BATRAS	1.5	125					
SNC2D1	01	DAOUD	1.5	CAF					
SNC2D1	03	IDESTROM	1.5	CAF					
SNC2D3	01	ASSIM	1.5	CAF					
SNC2D3	03	ASSIM	1.5	CAF					
SNC2D6	01	DAOUD	1.5	CAF					
TER4M1/3	01	WONG	1.5	212					

Friday, January 29									
TIME: 9:00 am					TIME:1:00 pm				
Course	Sec	Teacher	Hrs	Rm	Course	Sec	Teacher	Hrs	Rm
CLN4U1	02	GOURLEY	2.0	212	BAT4M1	01	CUTTLE	2.0	111
LWSC/DU1	01	KANTOR	1.5/2.0	204	BBI2O1	01	MALO	1.5	113
MBF3C1	01	FOURMANOVSKIS	2.0	231	BBI2O1	03	MALO	1.5	117
MCF3M1/6	01	ONIZUKA	2.0	229	FSF4U1	01	MARTIN-JORDACHE	2.0	207
MFM2P1	01	KANTOR	1.5	211	HSP3U1	01	CADE	1.5	CAF
MPM1D1	01	CHEVANNES	1.5	CAF	HSP3U1	03	KNEBEL	1.5	CAF
MPM1D1	03	CHEVANNES	1.5	CAF	LWSBD1	01	O'BRIEN	1.5	214
MPM1D1	05	SPILIOPOULOS	1.5	CAF	MDM4U1	03	SEGEV	2.0	123
MPM1D3	01	CHEVANNES	2.0	CAF	MDM4U1	04	GALO ARCIA	2.0	125
MPM1D3	02	SPILIOPOULOS	2.0	CAF					
MPM1D6	03	ONIZUKA	1.5	CAF					
MPM2D1	01	ONIZUKA	1.5	125					
MPM2D1	03	KLEMENSBERG	1.5	119					
MPM2D3	01	SPILIOPOULOS	2.0	123					
MPM2D6	01	KLEMENSBERG	1.5	121					
SPH3U1	01	GRUSZECKI	2.0	102					
SPH3U3	01	GRUSZECKI	2.0	104					
SPH3U3	03	GRUSZECKI	2.0	106					
SPH3U6	01	DAOUD	2.0	111					
SPH4U1	01	BOUTTELL	2.5	207					
SPH4U3/6	01	BOUTTELL	2.5	208					