

Vankleek Hill Collegiate Institute
Examination Procedures – Students
June 2018

1. All students must report to their examination classroom by 8:00 a.m. **Textbooks must be returned to the teacher before the exam.** School bags, pencil cases, coats, food and drinks, with the exception of water, are not allowed in the examination rooms. Students should leave school bags and coats in their locker. If a student chooses to leave his/her school bag in the hallway, he/she assumes full responsibility if the bag is stolen.
NOTE: Cell phones, MP3 players, iPods, etc. are not permitted in examination rooms.
2. As soon as students enter the examination room they are to find a seat and prepare to write their exams.
3. Students will remain in the examination room at least one hour once the exam has begun. **Students will NOT be permitted to go to their lockers while exams are in progress.**
4. Students should arrive with their own writing utensils and other permitted materials such as rulers, calculators etc.
5. Attendance will be taken in the examination room. Students not writing an exam must report to the library or cafeteria for silent supervised study.
6. When students do not have an examination to write, they may stay at home or come to school to study. Students who elect to come to school **MUST** report to the library or cafeteria for silent study unless previous arrangements have been made with teachers for study help. Students are not to be in the hallways during the examination period.
7. School buses will be running on a normal schedule. Students are advised to be at their bus stops five to ten minutes earlier than usual to be sure they get to school.
8. Exams make up a significant portion of a course grade. Any attempt to disrupt the integrity of the exam will result in consequences as set forth in the VCI code of conduct.
9. A student who is absent from an examination, including summative exams, **MUST** present a medical certificate to the Administration. Parents are asked to contact administration in advance when possible to discuss medical accommodations.
10. The Code of Behaviour, which includes the dress code, remains in force during the examination period.