Wellington Heights Secondary School

**EXAM RULES AND REGULATIONS**

January 2019

* **EXAM START TIME: 9:45 a.m.**
* It is the responsibility of each student to know when and where he or she is scheduled to write or complete the final assessment. If you have any questions, ask the teacher of the subject. Period one assessments are completed on Day 1, period two assessments are completed on Day 2, and so on.
* Report to the examination room at least 10 minutes before the evaluation is scheduled to begin.
* Textbook, course materials, and library materials/fines must be submitted prior to the start of the exam period.
* Students must remain in the evaluation room for a minimum of 90 minutes for a written exam, and they will only be allowed to leave at the end of that time period. If students must go to their lockers, they must do so quietly, without talking or slamming locker doors. Other students will still be writing, and deserve the common courtesy of no interruptions. **Please leave the building by the nearest exit without disrupting the other students who may be writing 2– 3-hour examinations. No loitering in the halls after exams will be permitted.**
* Students are encouraged to study at home on the day or afternoon that they may not be completing a final assessment. The facilities are only available to students for the completion of their final assessments or studying purposes. **The cafeteria and library will be open for quiet study only during the exam period.**
* Students should use the washroom facilities before the final assessment. If a student must leave the evaluation room for any reason before the end of the assessment, the student must ask the presiding teacher for permission. The teacher will arrange for someone from the main office to accompany the student**.**
* Students who miss a final assessment will receive a zero for the assessment **unless the main office is notified by a parent that due to illness, accident or injury (a medical certificate may be required), or family emergency, attendance at the assessment was impossible.**
* Students who are late for a final assessment must sign in at the main office. Late students will be escorted to the evaluation room with an admit slip.
* Students must be sure to write their names, the course codes, the page number, and the teachers’ names at the top of each exam paper.
* Any concern about academic dishonesty, which includes talking or texting during the examination will result in the removal of the student’s paper. A mark of zero may be assigned.
* **Inclement Weather Procedures:** In the unlikely event that some inclement weather causes **cancellation** of buses during exams, the usual radio stations will carry the bus information. If an exam is cancelled, it will be rescheduled to the following day, with all the other exams being pushed back one day also.
* **Locker clean out is Tuesday, January 22, 2019, from 12:25 p.m. – 12:30 p.m.**
* Remember to study and prepare for your final assessments well in advance. If you require extra help, please speak with your teacher or guidance counsellor. Learn as much as you can about the details of the exam by asking questions several days prior to the exam. Ensure you get plenty of sleep, take some time to exercise, and eat healthy food leading up to – and during – the exam period. **We want you to be successful.**

**Wellington Heights S.S.**

**Exam Schedule January 25-31/19**

**Special Education–Rooms 114, 223 all days**

**Day 1–January 25/19**

**Exam Supervisor Room**

AWO3Oa/AVI1Oc/AWN4Ma/AWQ4Mc N. McEwan 115

BAF3Ma B. Klemp 101

BOH4Ma B. Cowen 145

CGG3Oa K. Kivell 201

CHC2La D. Forsyth 225

ENG1Da J. Gibson 143

ENG4Ca A. Qushair 227

FSF2Da S. Severn 226

GLE1Oa A. Norton 116

GPP3Oa A. Norton 116

HFN1Oa T. Conley 229

HPC3Oa K. Baber 139

MFM2Pa R. Moss 102

MPM2Da R. Hosken 103

PAF4Oa M. McFarlane 126

SNC1Da J. Cork 204

SNC1Pa R. Wildeman 210

SPH3Ua G. Wagner 207

SVN3Ea A. Barnard 206

TCJ2O1a E. Rauser 131

Construction J. Verbeek 128

Co-op M. Skiperis 148

e-learning (am, pm) S. Bell 107

**Day 2–January 28/19**

AVI1Oa/AWP4Ma/AWQ4Mb N. McEwan 225

CGC1Pa K. Kivell 201

CHV2Ob K. McMurray 140

ENG1Pa K. Stewart 143

ETS4Ca/ETS4Ua E. Lubbers 227

FSF1Da S. Severn 226

GLC2Ob B. Klemp 101

HFN1Ob K. Baber 106

HSE4Ma C. Lopez 139

MCF3Ma N. Carriere 206

MDM4Ua R. Hosken 103

MEL3Ea/MEL4Ea A. Barnard 102

NBE3Ca J. Gibson 224

NBE3Ua J. Bravo-Eby 229

PAF2OXa/PAF2OXb/PAF3Oa B. Kosempel 126

PPL4Oa M. McFarlane 117

SNC2Da J. Cork 204

SNC2Pa G. Wagner 207

TMJ3E1a /TMJ4E1a E. Rauser 131

Co-op M. Skiperis 148

Alt Ed D. Griffiths P3

e-learning (am) S. Bell 107

**Day 3–January 29/19**

**Exam Supervisor Room**

AMU1Oa K. Stewart 106

AWQ3Oa M. Skiperis 103

BMI3Ca C. Lopez 101

CGC1Da K. McMurray 201

CHC2Dc/CHC2Pc J. Gibson 131

CHY4Ca/CHY4Ua D. Forsyth 225

ENG2Da B. Scott 143

ENG2Pa J. Bravo-Eby 229

HSP3Ca/HSP3Ua K. Baber 139

MAT1La/MAT2La C. Vinkovic 102

MHF4Ua N. Carriere 206

NBE3Ea A. Qushair 227

OLC4Oa A. Norton 224

PAD3Oa/PAD4Oa R. Moss 140

PPL1OXa B. Kosempel 117

PPL1OYa R. Drost 126

SNC1Pb R. Wildeman 210

SNC2Pb G. Wagner 207

TWJ3E1a/4E1a J. Verbeek 128

Co-op B. Cowen 148

e-learning (am) S. Bell 107

**Day 4–January 30/19**

ADA1Oa B. Scott 140

AVI4Ma/AWO4Ma/AWQ4Ma N. McEwan 115

BBI1Oa C. Lopez 101

CGF3Ma K. Kivell 201

CHC2Da D. Forsyth 225

CHC2Pa K. McMurray 227

ENG1Dc K. Stewart 143

ENG4Ua A. Norton 224

FSF1Pa S. Severn 226

HFC3Ea/HFC3Ma T. Conley 229

MAP4Ca R. Hosken 103

MFM1Pa/MAT2Lc C. Vinkovic 102

MPM1Da N. Carriere 206

PAL2OYb R. Drost 117

PAL3OXa/PL4OXa B. Kosempel 126

SBI3Ua R. Moss 204

SCH4Ua R. Wildeman 210

TMJ2O1a E. Rauser 131

TPJ3Ma A. Barnard 207

Co-op B. Cowen/M. McFarlane 148