

December 19<sup>th</sup>,2022

Dear SDSS Students and Parents/Guardians:

Semester One Examinations will take place on Friday, January 27<sup>th</sup>, 2023 to Thursday February 2<sup>nd</sup>, 2023.

The exam schedule will be as follows:

	Friday January 27, 2023	Monday January 30 <sup>th</sup> , 2023	Tuesday January 31 <sup>st</sup> 2023	Wednesday February 1 <sup>st</sup> 2023	Thursday February 2 <sup>nd</sup> 2023	Friday February 3 <sup>rd</sup> 2023
<b>9:00 am Exams Begin</b>	<b>Period A Exam</b>	<b>Period B Exam</b>	<b>Period C Exam</b>	<b>Period D Exam</b>	<b>Conflict Day</b>	<b>PD Day</b>

*Examinations are held in the regular classroom with the classroom teacher supervising.*

During the exam period teachers may have different summative evaluation activities planned for students in the morning. This may include a formal examination and/or portfolio presentations, practical evaluations, (i.e. oral French, skills testing in physical education or in the technical shops, performance for music, computer application, etc.) student-teacher conferencing and so on. Each teacher will indicate, in advance, the expectations for the students during the morning period for their specific program. Details regarding administration of examinations can be found on the back of this letter.

**Special Education:** Students who require accommodations according to their IEP may make arrangements with resource to write their examinations in the library. If you have any questions, please contact Christine Flarity.

**Conflicts:** Students are expected to attend their exams and are asked not to book appointments or plan vacations during exams. If a student is unable to write an exam on a given day, due to circumstances beyond their control, accommodation to write the examination at a different time needs to be made by seeking approval from Administration and the classroom teacher.

If you have any questions about this schedule, feel free to contact us.

Sincerely,

Charlotte McFarlan  
Principal  
Extension 527

Charlotte Wepler  
Vice Principal  
Extension 526

## SDSS EXAM SPECIFICS FOR STUDENTS

1. Make sure you know where and when you write each exam. Eat a good breakfast and get lots of rest.
2. For exam period on January 27 – February 2<sup>nd</sup>, it is the expectation that all students attend the exam times for that period if instructed to do so by their teacher.
3. All exams/summative activities will begin at 9:00 a.m. Students will be allowed in the exam room 5 minutes prior to the start of the exam.
4. Where calculators are allowed in the exam room, any writing or notes must be removed from the calculator cases before entering the exam room.
5. Electronic devices such as, Cell Phones, Ipads/Pods, etc., are not allowed in the exam room.
6. All students must remain in the exam room **for 1 hour**. For exams that are longer than 1 hour (10:00 am), teachers may let the students quietly leave when they have finished. Please remember that other exams continue until 11:30 am.
7. After the exam is complete, students can quietly and quickly obtain their belongings from their locker. Students who do not leave the school after their examination are to be in the cafeteria/common area only. Students are not to loiter in the halls during exam time.
8. Students who miss an exam **MUST** speak to administration. Please inform the school immediately if a student needs to miss an exam due to illness, other medical reasons, bereavement, etc. The student may be asked to provide documentation.
9. If a student misses an exam for an unacceptable reason, they will not have completed the expectations of the course. Please note, a booked vacation is **not** a reason to miss an examination.
10. Any students caught cheating may be deemed to have not completed the expectations of the course as and may receive a failing grade and incomplete credit.
11. No coats or backpacks are allowed in the exam area.
12. During the exams, the cafeteria will be closed.
13. Buses will run at their regular scheduled time.
14. Students are only required to be at school when they have a scheduled exam, performance, or summative activity/task.

