



ROYAL WEST ACADEMY

JANUARY 2018 EXAMINATION POLICIES & PROCEDURES

1. Students writing examinations will report to the assigned examination rooms at least 10 minutes before the start of the examination. The examination schedule will be posted on the television screens situated around the school.
2. Students must sign the attendance sheet during the first 10 minutes of the examination and sign out at the end of the exam.
3. Students must remain *for at least one half of the time allotted for the examination*. After leaving the examination room, students may *not remain in the halls*. They are to leave the school immediately or use the cafeteria/library for studying.
4. Except for a **doctor's note, police report or death certificate**, no excuses will be accepted for missing an examination. **No students will be admitted after 30 minutes have elapsed from the start of the examination**. Students who have missed an examination **will not** be permitted to re-write at a later date, even if the absence is justified.
5. Students must know the **section number** for each of their courses. Your subject teacher will give you this information. It is also indicated on your school schedule.
6. Each student must have HB pencils, pens, erasers, calculators, etc. as required in a *plastic, re-sealable bag*. **Borrowing will not be permitted.**
7. ***School bags, textbooks, electronic devices such as cell phones, iPods and/or smartwatches, exercise books, notes and pencil cases must be left in student's locker.*** RWA is not responsible for lost or stolen items. Any student caught with an electronic device during an examination will see this item confiscated and the student may be sanctioned for cheating or plagiarism as per Ministry of Education guidelines. This includes graphic calculators, unless otherwise specified by the subject teacher.
8. If a cancellation occurs during the prescribed exam period, EMSB and/or Royal West Academy exams missed on that day will be rescheduled to a later date.
9. **Students are expected to wear the complete school uniform during exams.**