



ROYAL WEST ACADEMY

EXAMINATION POLICIES – MAY 2018

EXAMINATION POLICIES & PROCEDURES:

1. Students writing examinations in May must report to Homeroom for attendance. At the 8:40 a.m. bell, they can then report to their assigned rooms (found on TV screens).
2. Students must sign the attendance sheet during the first 10 minutes of the examination and **again at the end of their exam when they leave.**
3. Students must remain in the examination room for at least half of the allocated examination time. Once they have completed their examination, students are asked to **leave the school immediately or proceed to the Cafeteria/Library for studying purposes. Students may not remain in the halls.** They must report back to school for their period five and six classes.
4. Except for a **doctor's note, police report or death certificate**, no excuses will be accepted for missing an examination. **Students will NOT be admitted after 30 minutes have elapsed from the start of the examination.**
5. Students must know the **section number** for each of their courses. Your subject teacher can provide this information.
6. Each student must have all necessary materials (pencils, pens, erasers, calculators, etc.) as required in a plastic Ziploc bag. **Borrowing will not be permitted.**
7. **School bags, textbooks, exercise books, notes, pencil cases, electronic devices such as cell phones, iPods, Smart watches, Fitbits, and/or or any other electronic device** must be left in the 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.