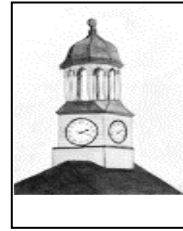


ROYAL WEST ACADEMY

June 2019 Examination Policies

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 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, including the time at which they leave.
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 or library in order to study.
4. As per Ministry guidelines, only a **doctor's note, death certificate or police report** will be accepted for missing an examination. **No student will be admitted once 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 will give you this information.
6. Each student must have HB pencils, pens, erasers, calculators, etc. as required in a plastic Ziploc bag. **Borrowing will not be permitted.**
7. **School bags, textbooks, electronic devices such as cell phones, Smart watches and I-Pods and/or smartwatches, exercise books, notes and pencil cases must be left at the front of the examination room.** Any student caught in possession of an electronic device during an examination will see this item confiscated. The student may also be sanctioned for cheating or plagiarism, as per Ministry of Education guidelines. This includes graphic calculators, unless otherwise specified by the subject teacher.
8. All textbooks must be returned directly to your subject teachers. Each teacher will have book collection times listed on their classroom doors. **Any textbooks or other materials that are lost or not returned must be paid for in full prior to the report cards being issued.**
9. **Students are expected to wear the school uniform during exams. Beginning Monday, June 3rd, students may wear their Phys Ed uniform, including running shoes, as well. They must wear one or the other. No mixing or matching.**



10. **All lockers are to be completely cleaned out by Monday, June 3rd at 8:40 AM.** Any locks remaining beyond this date will be cut off and the school will not be responsible for lost items.
11. Reports will be distributed in the auditorium on **Thursday, June 27th from 10:00 – 10:30 a.m. for parents and from 10:30 – 11:00 a.m. for students.**