



## **ROYAL WEST ACADEMY**

### **May 2019 Examination Policies**

#### **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 (displayed on tv screens).
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 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 or 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. 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 has 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, exercise books, notes, pencil cases, electronic devices such as cell phones, iPods, and/or Smart watches, 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 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.