



ROYAL WEST ACADEMY

December 2022 EXAMINATION POLICIES & PROCEDURES

1. During the exam period, students are to be in school only when writing examinations unless they are attending planned tutorials with a teacher or studying. **The cafeteria will not be serving food during the exam period.**
2. 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.
3. Students must sign the attendance sheet during the first 10 minutes of the examination and sign out at the end of the exam.
4. Students must remain *for at least one half of the time allotted for the examination*. Students are required to leave the examination area QUICKLY AND QUIETLY after leaving the examination room. They are to leave the school immediately or use the cafeteria/library for studying. Students should leave the building when they are finished for the day. Be courteous to all who are writing exams! Be silent in the hallways! Thank you!
5. Except for a **doctor's note, police report, death certificate, or required Covid-19 isolation given the restrictions at the time of the exam**, no other excuses will be accepted for missing an examination. Any student who misses an exam without one of the mentioned certificates/ reports will receive a mark of ZERO. **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. Misreading the exam schedule is not a valid reason for missing or being late for an exam.
6. 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 and on the Mozaik portal.
7. Each student must have HB pencils, pens, erasers, calculators, etc. as required in a plastic, re-sealable Ziploc bag. **Borrowing will not be permitted.**
8. *School bags, textbooks, electronic devices such as cell phones, Fitbits, iPods and/or smartwatches, exercise books, notes and pencil cases 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. **Memory aids** required for math exams must be **hand written and photocopies are not permitted.**
9. 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.