



ROYAL WEST ACADEMY

January 2025 EXAMINATION POLICIES & PROCEDURES

1. During the exam period, students are to be in school only when writing exams 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 exams will report to the assigned exam room at least 10 minutes before the start time. The exam 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 exam.** Students are required to leave the exam area quickly and quietly when they finish their exam. 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.
5. Those arriving more than 30 minutes late for an exam are not permitted to take the exam and may receive a mark of 0. Students absent without a valid note (ex. from a medical professional) may also receive a mark of 0 for the exam. Students who have missed an exam 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 transparent 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 one of these items during an exam 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 **handwritten and photocopies are not permitted.**
9. Personal cell phones and other mobile devices such as smart watches, Fitbits, and ear buds/headphones are not permitted in the exam rooms. They must be left in student lockers. Additionally, all personal electronic devices must be turned off and must be kept out of sight while in the building for the duration of the day even during the exam period. Students may only use personal electronic devices in the building before 8:25am and after 3:00pm unless they are writing an exam, in the library, or serving a detention. Cell phones may be used at the office with the consent of a staff member in order to contact a parent/guarding.
10. 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.