

Final Evaluations – 30%

The final 30% of a student's mark takes place through May and June. It may include a summative project and/or a formal written examination.

When a student misses a final evaluation, the student must:

- Submit a doctor's certificate immediately following the missed evaluation or upon returning to school.
- Obtain approval in advance from the Principal/Vice-Principal for any other activity.
- Report to the Main Office if they are late for a final evaluation, e.g. examinations, performances, demonstrations. There is no obligation to provide extra time. In the case of an examination, students will not be admitted if the exam has been in progress for one hour.

Failure to provide the necessary documentation or obtain approval will result in a mark of zero.

EXAMINATION SCHEDULE

Students are asked to check their exam timetable very carefully. Plan to be at school at least fifteen minutes prior to the beginning of the examination.

TRANSPORTATION

Buses will be maintaining their regular schedule.

LATE TO AN EXAM

Students who are more than 10 minutes late to an exam must check in at the Main Office (attendance) when they arrive, then go to the Bears' Den. The Teacher In Charge will direct them to C101. If the exam requires special equipment (computer), the student will be sent to the classroom. Late students will have the remaining scheduled exam time only to complete the exam. In cases of special circumstances or emergency, **only an administrator** may grant additional time.

MISSED EXAMS

A doctor's certificate must be immediately submitted to the Main Office. The note **must** include the **date** of the absence and the **reason** the student missed the exam. If a student misses an exam and does not bring a medical note, they receive a mark of zero (0) on the exam. Students who miss the first scheduled exam in the school year for a legitimate reason, will receive a mark based on term work.

THREE EXAMS IN ONE DAY / CONFLICTS

Students who have three exams scheduled in one day will write two of them on that day. A student could write an alternative exam or be assigned a term mark only. Alternative arrangements will be made for direct conflicts between examinations.

PHOTO IDENTIFICATION

An SAC card must be visible on a student's desk throughout the exam period. If your SAC card has been lost, you must come to the Office to obtain a new one.