

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 is absent for a final evaluation, the student must:

- Submit a doctor's note 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.

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 C104. The Teacher In Charge will instruct the student on where to report. 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.

CONFLICTS

Alternative arrangements will be made for direct conflicts between examinations. The student must speak to the Vice Principal in charge of Examinations to make the alternative arrangements.

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.