

December 19th,2023

Dear OSDSS Students and Parents/Guardians:

Semester One Examinations will take place on Friday, January 26th, 2024 to Wednesday January 31st , 2024.

The exam schedule will be as follows:

	Friday January 26, 2024	Monday January 29 th , 2024	Tuesday January 30 th 2024	Wednesday January 31 st , 2024	Thursday February 1 st , 2024	Friday February 2 nd , 2024
9:00 am Exams begin	Period A Exam	Period B Exam	Period C Exam	Period D Exam	Conflict Day	PD Day

Examinations are held in the regular classroom with the classroom teacher supervising.

During the exam period teachers may have different summative evaluation activities planned for students in the morning. This may include a formal examination and/or portfolio presentations, practical evaluations, (i.e. oral French, skills testing in physical education or in the technical shops, computer application, etc.) student-teacher conferencing and so on. Each teacher will indicate, in advance, the expectations for the students during the morning period for their specific program. Quiet locations will be made available for afternoon studying in the cafeteria/library only. Details regarding administration of examinations can be found below.

Special Education: Students who require accommodations according to their IEP may make arrangements to write their examinations in another space. If you have any questions, please contact Audrey Lee or Aimee Vereecke, our learning resource teachers.

Conflicts: Students are expected to attend their exams and are asked not to book appointments or plan vacations during exams. If a student is unable to write an exam on a given day, due to circumstances beyond their control, accommodation to write the examination at a different time needs to be made by seeking approval from Administration and the classroom teacher.

If you have any questions about this schedule, feel free to contact us at OSDSS.

Yours truly,

Erin Paylor
Principal
OSDSS

OSDSS EXAM SPECIFICS FOR STUDENTS

1. Make sure you know where and when you write each exam. Eat a good breakfast and get lots of rest.
2. For exam period on January 26th – January 31st, it is the expectation that all students attend the exam times for that period if instructed to do so by their teacher.
3. All exams/summative activities will begin at 9:00 a.m. Students will be allowed in the exam room 5 minutes prior to the start of the exam.
4. Where calculators are allowed in the exam room, any writing or notes must be removed from the calculator cases before entering the exam room.
5. Electronic devices such as, Cell Phones, Ipads/Pods, etc., are not allowed in the exam room.
6. All students must remain in the exam room **for 1 hour**. For exams that are longer than 1 hour (10:00 am), teachers may let the students quietly leave when they have finished. Please remember that other exams continue until 11:30 am.
7. After the exam is complete, students are not able to access their lockers until 11:30am. If you wish to leave the school after your exam, bring your backpack and coat to your exam and leave it at the front of the class. Students are not to loiter in the halls during exam time.
8. Students who miss an exam **MUST** speak to administration. Please inform the school immediately if a student needs to miss an exam due to illness, other medical reasons, bereavement, etc. The student may be asked to provide documentation.
9. If a student misses an exam for an unacceptable reason, they will not have completed the expectations of the course. Please note, a booked vacation is **not** a reason to miss an examination.
10. Any students caught cheating may be deemed to have not completed the expectations of the course as and may receive a failing grade and incomplete credit.
11. Food is not allowed in the exam rooms. Bottled water is permitted in most cases. Please check with your teacher if you have any special requirements.
12. During the exams, the cafeteria will be open.
13. Students are only required to be at school when they have a scheduled exam, performance, or summative activity/task.
14. Quiet study locations are available in the cafeteria and library during the exam period.