

**Mentor College, High School Division**  
**Final Examinations: Policies and Procedures**

1. Highlight or circle the exams you are to write so that you will be certain when you write. Students are expected to write their exams at the scheduled time. If you have an exam conflict please check the HS information board to make sure that you know the time to write .
2. Students please remember to check your exams when you receive them to ensure you understand all instructions and have all pages. If you have any questions, ask your examination supervisor.
3. You need attend school only for the examinations you are writing; the remaining time is free for studying. Students who do come to school for extra review with your subject teachers are reminded to coordinate this with your teachers and to wear the school uniform; students dressed down will not be permitted to stay.
4. **Absences** due to illness must be reported to the office by at least the morning of the exam. A medical certificate must be submitted from the attending Physician. A mark of zero will be given for an exam if a medical certificate is not received by the school.
5. **Lateness** for an exam will not result in any extra time given to the student to complete the exam.
6. Remember that any attempts to communicate with another student in any way, or to be in possession of any unauthorized material pertaining to the subject being examined, will result in a student receiving a mark of zero for the examination being written. No electronic communication devices of any type are allowed in the exam room.
7. **Arrival for exams:** Students will be permitted into the exam room 15 minutes prior to the exam. Be sure that you have all necessary materials for writing (pen, pencil, ruler, etc.) It is a good idea to bring extra supplies as you will not be permitted to borrow. No books, blazers, coats or bags are permitted in the exam rooms; place these in your locker.
8. On the day of your exam, please hand in **your assigned** textbooks to your subject teacher – not the office – at the time of your exam. If the assigned textbooks are not turned in or paid for, report cards will be held.
9. **Departure from exams:** Exams are 1.5 hours for students writing Civics/Careers/Health/Media Technology. Exams are 2.0 hours for students writing grades 9 & 10 College courses, and 2.5 hours for Academy students and grade 11 & 12 courses. Stay in your seat until the examination is collected by the teacher. Leave the school quietly and quickly: do not loiter.
10. **Locker clean-out:** please make sure that all of your personal belongings are removed from your assigned locker by 3:15pm on June 12, 2009. Thank you.
11. Exam Review Day is Tuesday, June 16, 2009 from 9:00am – 12:00 pm; this is the only day which students may view the final exams.

**GOOD LUCK ON YOUR EXAMS !**