

# Examination Protocol

1. Students must present themselves within 30 minutes of the start time of the examination. Students arriving more than 30 minutes past the start time of the examination forfeit the right to sit the examination. Time is determined by the school administration.
2. Once inside the examination location, students are not permitted to leave that location unattended.
3. Students are not permitted to bring backpacks, purses or other bags to the examination room.
4. **No electronic devices (cell phones, I-pods, MP3's, Apple watch, game systems or other personal listening devices) are permitted in the examination room. Students caught with any of the above devices or the like will automatically receive marks of zero for their examinations.**
6. Students are not permitted to share any tools during the exam including, graphing calculator, pens, pencils erasers and the like.
7. Students who are absent from an examination due to illness must provide a note or letter from a medical professional attesting to their illness. The school administration reserves the right to request further confirmation of absence from the appropriate parties.
8. A missed examination will result in an automatic mark of zero except in extreme circumstances.
9. Students suspected of cheating on an examination will immediately be removed from the exam room. If it is determined by the administration that cheating has occurred, the student will be assigned a mark of zero on the exam portion of the final mark.