

Dr. John Hugh Gillis High School

STUDENT PROCEDURES FOR THE EXAM PERIOD

January 24-27, 2022

- The schedule for examination week has been published and distributed to students. It can also be found on the Dr. John Hugh Gillis website.
- It is imperative that students are present for all exams if possible. Make up time for missed exams is 1:00 P.M. on Thursday, January 27 unless alternate arrangements are made with the teacher.
- Teachers will inform students of any modifications to the exam/summative assessment format.
- Students must be in the exam room at 8:35 A.M. Exams will begin promptly at 8:40 A.M. and conclude at 10:10 A.M. unless other arrangements have been made with the teacher.
- Students in grades 9 and 10 must have written permission from their parents/guardians in order to leave the school after their exam. To facilitate the process, a permission form has been attached to this memo.
- Students who stay at the school after their exam has been completed must remain in the assigned study room. Students who have permission to leave the school after exams are not permitted to return for their afternoon bus.
- Bus departure after school may be earlier than normal as fewer students will be utilizing the buses.
- Students are required to bring their own calculator to the exam room if one is needed. All other electronic devices including cell phones are not permitted.
- Teachers will direct students where to store their backpacks in the examination room. Backpacks are not permitted in the Learning Centre during exams.
- Students are asked to be well prepared each morning before the examinations begin. Any special requests for materials or use of washrooms should be made to either the subject teacher (or supervising teacher) prior to the exam.
- Students must return all text books to the subject teachers no later than the day that each final examination is being written. Early graduates are to return Chromebooks to the library.
- Students are encouraged to get plenty of rest and to eat well during exam week. Snacks with high sugar content are not recommended.
- There is no school on Friday, January 28.

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Permission to be Dismissed (Grade 9 and 10) Exam Week 2022

I give _____
(First Name) (Last Name) (Homeroom)

permission to be dismissed from the school on afternoons on the following days. (**PLEASE CIRCLE AND INITIAL THE APPROPRIATE DATES**): The earliest students can leave is **10:10 A.M.**

Monday, January 24th

Tuesday, January 25th

Wednesday, January 26th

Thursday, January 27th

Parent's/Guardian's Signature: _____