

GUIDELINES FOR STUDENTS DURING EXAMS

1. Any student seeking exemption or a student who misses an exam will require a medical certificate stating specifically the reason to be presented at the office on the day they return to school.
2. When you receive your exam check it to ensure you have the correct number of questions/pages. It's the student's responsibility to make sure the exam is intact. Adjustments will not be made after the exam is passed in for any missing pages.
3. Students will enter the exam room by the stage entrance only.
4. No textbooks or notebooks are to be brought into the exam room.
5. **Cell Phones** or other electronic devices are not permitted in the exam room with the exception of a required calculator.
6. Students may use a graphing calculator for math and science exams. All graphing calculators will be checked and ram will be cleared. If you have programs on the graphing calculator they will be erased.
7. When entering the exam room, note on the overhead projected on the wall which exam is being written in a particular row. Exams with large numbers are usually written in alternating rows.
8. All desks will be placed with the opening facing away from the students toward the stage.
9. Students should make sure they have ALL necessary supplies (do not rely on only one pen). DO NOT depend on borrowing any materials from other students.
10. Students will be permitted to leave the exam room after one (1) hour, unless there is a public exam being written concurrently with your exam. The release time is then 1.5 hours after the start time.
11. Students with any special requests during the exam period should see the administration PRIOR to the exam.
12. Any students caught attempting to cheat will have their exam cancelled and will be required to write the exam again. Exclusion from co-curricular/extra-curricular activities and/or suspensions may follow as a consequence.
13. No food or drink is permitted in the Exam Room.
14. Be sure to put your name and your teacher's name on all exam papers you use.