

ST. BONIFACE DIOCESAN HIGH SCHOOL
EXAMINATION REGULATIONS
January 2021

1.	No food or beverages are allowed in the examination room (except for water in a clear bottle).
2.	Students must observe all dress code regulations.
3.	All students will write 2 hour exams (except French and Standards Exams.) The morning exams begin at 8:30 am and afternoon exams begin at 12:00 pm SHARP. Anyone arriving late will not be given additional time to complete their exam. Students must remain in the examination room for at least 1.5 hours from the start of the exam, but may remain up to 2.5 hours if needed. Exceptions may be made through Administration for students with adaptations.
4.	All students are required to write their scheduled course exams at school. Students are required to write their exams even if they are at risk of failing a course.
5.	Textbooks should be returned to the appropriate teacher on the day of the exam or on the specific date for textbook return. An invoice will be sent to students for any lost or vandalized textbooks.
6.	Students are required to be present on the prescribed dates and times for each of their examinations. Students are not to schedule vacations or job shifts during the exam period. A student who is absent from an examination due to illness must present a doctor's certificate for the date on which the examination was scheduled. The missed exam will be rescheduled as soon as possible by Administration .
7.	When not writing exams, students who are in the building must be in previously scheduled extra help session with teachers.
8.	Students should pre-arrange their rides to be picked up as soon as possible after writing their exam. If it is necessary to wait for a ride, students must wait quietly at the front or back entrances of the school.
9.	Students/parents are not allowed to request exam marks (in person, by phone, through mail, etc.) prior to report cards being distributed.

DURING THE EXAM:

1.	If an error appears on the examination paper, students should report the error to a supervising staff member.
2.	Communication of any kind between students is prohibited while students are in the examination room. If students have questions, they may ask a supervising staff member.
3.	Sharing equipment is strictly prohibited (i.e. pens, rulers, eraser, calculators, etc.)
4.	All students are responsible for the confidentiality of their own papers and must not leave answers exposed for others to see.