

## CHS 2024 January Exams and Final Evaluations Days - Information Sheet for Students

### Important Dates

- Last day of classes- Tuesday, January 23rd
- Exam/Final Evaluation Days- Wednesday, January 24th to Monday January 29th
- Bump and Slide Day (see below)- Tuesday January 30th
- Professional Activity Day- Wednesday January 31st- no classes
- First Day of Semester 2- Thursday February 1st

### Exams, Credit Rescue, and Credit Enhancement

#### Students in Grade 9 and 10 Courses

Students in grade 9 and 10 courses will have no formal exams. Their teachers may schedule student attendance for one of the following reasons during the formal exam period:

- A whole class assessment. This could be in the form of interviews, performance tasks, or practical evaluations.
- An individual invitation, from the teacher to the student, to do credit recovery. This is an opportunity to demonstrate learning that will help the student achieve a grade that will allow the student to pass the course.
- An individual invitation, from the teacher to the student, to credit enhancement. This is an opportunity to demonstrate learning that will help the student achieve a grade that is closer to the provincial standard.

#### Students in Grade 11 and 12 Courses

Students in grade 11 and 12 courses may have formal exams. Their teachers may schedule student attendance for one of the following reasons during the formal exam period:

- A formal exam. See sections below for more information
- A whole class assessment. This could be in the form of interviews, performance tasks, or practical evaluations.
- An individual invitation, from the teacher to the student, to do credit recovery. This is an opportunity to demonstrate learning that will help the student achieve a grade that will allow the student to pass the course.
- An individual invitation, from the teacher to the student, to credit enhancement. This is an opportunity to demonstrate learning that will help the student achieve a grade that is closer to the provincial standard.

#### All Students Grade 9 - 12

Students in grades 9-12 should be aware of the following:

- Teachers will discuss opportunities with students for credit rescue and credit enhancement on Monday January 22nd and Tuesday January 23rd, 2024.
- Students and Parents/Guardians will receive an email from the teacher, no later than 4:00 pm on Tuesday January 23rd, 2024, if the student has been invited to attend credit rescue or credit enhancement.
- All term work must be submitted by 4:00 pm on Tuesday January 23rd, 2024.

### **Expectations for All Students from January 24 to January 31st**

1. Students should only attend school on the days they have scheduled assessments/exams. Otherwise, they should not attend school.
2. Students should plan to leave the school promptly after their assessment/exam is complete. For those who will be waiting for transportation, they may wait in the cafeteria. The rest of the school is out of bounds.
3. Students should arrive at school no later than 9:10am for exams and no earlier than necessary for in class assessments. They should use the washroom in advance of their exam/assessment, and report directly to their classroom or assigned place in the school.
4. Students are to remain quiet in the classroom, hallways, and washrooms.
5. Students are asked, after 9:30 am, to not congregate in any space other than the cafeteria.
6. Students should monitor their email daily in the case of inclement weather. The OCDSB will announce the use of the 'Bump and Slide Day' through student and parent email. This occurs when buses are cancelled or the school is closed due to exceptional circumstances. In this case, all exams scheduled for that day, and for the balance of the exam period, will be written on the school day after they were originally scheduled. (i.e. exams scheduled for Wednesday would slide to Thursday, and exams scheduled for Thursday would slide to Friday etc.)
7. Students are expected to provide evidence of their own learning on all assessments/exams. Fraudulent work includes, but is not limited to copying someone else's work or cheating in some other way. Fraudulent work is of no value and provides zero evidence of a student's learning. As such, fraudulent work will not be considered for assessment by the teacher.
8. Students must return textbooks to their teacher as per the teacher's directions.
9. Liabilities – Students are expected to clear up any outstanding liabilities (owed textbooks, library fines, loaned school property, etc.) before the end of the exam period.

### **Expectations for All Students Writing Formal Exams**

1. Exam Locations – Students should note carefully the time, date and location of their exam(s) on the exam schedule (see below).
2. Absences – If students are unable to write an exam because of serious illness or other reason, a parent/guardian must contact one of the Vice-Principals by telephone

(613-731-1191 x 0) giving the reason, before 9:00 am on the day of the exam. Students who miss an exam because of serious illness or other reason may or may not be given another opportunity to write the exam. This decision will be made in consultation between the Vice-Principal, Teacher, Student and/or Parent/Guardian.

3. Students Arriving Late for an Exam:
  - a. within the first hour of the exam, students must report directly to their scheduled exam room and will only be allowed to write during the remaining portion of the allotted time.
  - b. after the first hour, students will be deemed to have missed the exam.
4. Length of Time Students Must Remain in Exam Rooms – Students must remain in the exam room for the first hour of the exam. At the end of the first hour, they are permitted to leave.
5. Respect for Students Writing Exams – Students who have finished writing or students who do not have exams scheduled in a particular time slot must ensure that the halls and foyer are kept quiet while others are writing. This means that they are expected to report to the cafeteria or leave the building.
6. Bags, Hats, and Electronic Devices – Bags, hats, jackets, cell phones and other electronic devices should be stowed in lockers prior to exams. If students bring these items to the classroom, they will be asked to turn off their devices and place all items at the front of the room.