



LaurenHill Academy Junior Campus **Exam Rules 2019**

PRIOR TO EXAMS:

Carefully read your exam schedule. Take the time to **add the examination room under each exam**, check all necessary information with the subject teacher and write it in your agenda or on this copy. **Students are to report any exam conflicts to the office immediately.**

Students are expected to be on school premises **20 minutes** prior to the exam start time. **Students are reminded to verify the EXAM INFO SHEET located on each floor for the location of their exam or the TV located in the Place D'Accueil.**

DURING THE EXAMS:

The **school uniform** must be worn during the examination period with the appropriate footwear. Students must come to school in full uniform. They will not be allowed to write an exam unless they comply with the uniform code.

At the start of the exam, students will sign the attendance sheet. They will be permitted to leave an examination only 30 minutes before the end of the exam. Students will not be permitted to enter the exam room **half an hour after** the start of the exam. Extra time is not given to students who arrive late. **Students must also sign-out and include the time of exam completion.**

Students must bring all relevant supplies to each exam; the school will **not issue** supplies. Dictionaries, calculators etc., can only be used if the subject teacher has instructed students to do so and it is indicated in the exam's instructions. Cheating during an exam will result in a **0** for the **exam** and the student will be **expelled** from the exam room.

Electronic devices (cell phone, tablet, computer, translator, apple watch, etc.) are not permitted in the exam room. If the device is in the student's possession during an exam, it will be considered cheating. It will result in a mark of 0 for the exam. The item will be confiscated and the student will be expelled from the exam room. Water bottles will be permitted if they are placed beside the student's seat. The school is not responsible for lost or stolen items that students leave at the front of the exam room.

Students are to be in school **only** when **writing examinations** unless attending planned tutorials with a teacher. **The cafeteria will be closed.** On days that students are writing exams during the entire day (a.m. and p.m.), they will be permitted to eat their lunch in school provided that they have a note from home. It is recommended that students bring in their lunch on these days if they have morning and afternoon exams.

If for any reason the school is closed for a day, the examination will be rescheduled and the notice will be posted outside the main entrance and on the school website.

In the case of **absence** from an examination, a **medical certificate** is required; otherwise a mark of **0** will be given. **Misreading the schedule is not an acceptable excuse.** **Also please note, this applies to exams written during class time in the weeks leading up to the formal exam period.**

GOOD LUCK!