

JUNE 2018 EXAM RULES AND PROCEDURES

June 11th – June 20th

❖ The dress code is in force during the exam period.

❖ *Buses will arrive at the usual time and depart at 2:30 pm.*

15 MINUTES BEFORE YOUR EXAM:

- Consult posted exam schedule to verify start times as well as which classroom you are to write in.
- Proceed to your assigned classroom and wait for the invigilator.

5 MINUTES BEFORE EXAM:

- No electronic equipment is permitted in the classroom during the exam period. If you are found with any such equipment, it will be confiscated and you could receive a zero on your exam. **PCHS IS NOT RESPONSIBLE FOR ANY PERSONAL, ELECTRONIC EQUIPMENT THAT IS REMOVED OR LOST. (Includes phones, smart watches, fit bits....)**
- All bags and/or jackets must be left **IN YOUR LOCKERS**. The only items you should have on your desk are your **PCHS ID card**, materials needed to write the exam as per instructions (memory aids for math, proper calculator, dictionary, etc.) and a water bottle.

EXAM TIME:

- UPON ENTERING THE CLASSROOM: All talking must stop and you must listen to instructions from the invigilator.
- Your exam invigilator will notify you of the earliest time you may leave the examination room.
- Once you have finished writing your exam, raise your hand and advise the invigilator.
- Once you have left the exam room, **quietly exit the building (seniors and authorized juniors only)**. Any other activities will result in you being told to leave and could have serious consequences related to the continued writing of your exams.
- Students may congregate in the cafeteria or library following their exams until buses depart.
- If students leave school property, they may not return.
- *Junior students need to submit the **Authorization to Leave Early** form by June 7th to their TAG teachers. Phone messages for early departures will not be taken during the exam period.*

REMEMBER TO ASK A TEACHER IF YOU ARE UNCLEAR ABOUT ANY OF THE RULES AND PROCEDURES OUTLINED ABOVE.