

# Mid-Year 2018 EXAM RULES AND PROCEDURES

## January 29 – February 2

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

❖ *Buses will arrive at the usual time and depart at 13h05*

### 15 MINUTES BEFORE YOUR EXAM:

- Consult posted exam schedule in the cafeteria 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.**
- All bags and/or jackets must be left **IN YOUR LOCKERS**. The only items you should have on your desk is 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.
- Students may congregate in the cafeteria following their exams until buses depart.
- If students leave school property, they may not return.
- Junior students need written parental consent to leave school before the buses depart. *Phone messages for early departure will not be taken.*

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