

## PCHS MEMO TO STUDENTS FINAL



### **Year-end Examinations: May & June 2023**

1. All exams start at either 8:30 a.m or 11:50 a.m. Students will not be admitted later than 30 minutes after the listed starting time. No exam will be extended for late students. ***Time late is time lost.***
2. The only excuses accepted for missing an exam are: 1) a medical illness with note from a MEDICAL professional, 2) death in the immediate family or 3) a court appearance. The school administration reserves the right to request further information of absence from the appropriate parties.
3. Some tutorials may be offered and are optional for students who wish to review, study and/or have questions before their exam.
4. In between exams, students are not permitted to loiter in the halls. They are to report to the Library to study quietly, remain in the cafeteria, or leave the building. As per school rules, Cycle 1 students are expected to remain on campus during the entire day. If a Cycle 2 student should leave the building before the end of the day and not take the school bus, arrangements must be made for students to be picked up or to take public transportation. Students writing only in the afternoon should arrive 30 minutes before their exam.
5. No student may leave the exam room before 1 ½ hours have passed, and then only with the teacher's permission. Students may bring a novel to read if they finish early.
6. All students are required to sign the exam attendance sheet at the beginning of the exam.
7. Students are to leave books, bags, jackets, cell phones, etc. **at the front of the classroom.** Students will not have access to their lockers during this exam period. All lockers must be emptied by June 7.
8. Any student cheating or communicating with another student during an exam will be given an automatic "0" for that exam. Borrowing is not permitted during an exam.
9. **NO ELECTRONIC DEVICES:** During exams, students are strictly forbidden to have in their possession any electronic device, including a cell phone, **Smart watch, ear phones,** etc. Any student who violates this rule will be expelled from the exam room, will be considered to have cheated on the exam and will receive "0" for the exam.
10. If the school is closed for a particular examination day due to a power failure, etc., the exams scheduled for that day will be held the following day, and the entire schedule will be moved up by one day.
11. Please take note that the cafeteria will be open with its regular services until June 7. It will be open with a reduced menu on June 8-13. It will be closed as of June 14. As of this date, students planning to stay for tutorials in the afternoon or waiting for the bus should plan to bring a lunch and snacks.
12. We will maintain our regular school bus services until June 16. On June 19 and 20, buses will offer services in the **morning only.** Students will have to make alternate transportation arrangements on those afternoons.
13. Final report cards will be available on Mozaik on June 28, 2023.

Lucia Coretti  
Principal

Nathalie Cheff  
Vice-Principal

Aaryn Bradley  
Vice-Principal