Colonel Gray Exam and Assessment Protocol

Attendance
- Students are expected to write all evaluations when they are scheduled. Students must remain in the evaluation room for at least **one hour**. After the assessment, students should not linger in the hallways or Main Entrance. **You are directed to leave the building or go to the cafeteria. Corridors are to be silent.**

- The assessment must be completed to earn credit in the course.

- If an evaluation cannot be written at the scheduled time, it is the responsibility of the parent to notify the main office before the exam begins.

- Only in extenuating circumstances will a student be allowed to write a replacement examination. A Doctor's certificate may be required to validate an illness that prevents the student from completing the assessment.

- Permission to write a replacement evaluation must first be obtained from Mr. MacAdam, who will consult with the subject teacher. All replacement evaluations will be based on the same work as the exam that was missed and will be assigned the same value.

- If no replacement evaluation is written, a student will receive a mark of zero for the assessment.

- Students are not expected or required to attend school unless they have a scheduled exam or assessment.

- Students are allowed to return home after their assessment is complete. They can also use the library or the cafeteria as study halls if they have to wait for the school bus in the afternoon.

Scheduling
- Please note that school buses will run in the morning and afternoon, as per their normal times.

- Morning Exams and Assessments - 9:00 - 11:30 a.m.

- Afternoon Exams and Assessments - 12:30 - 3:00 p.m. – Presentations, interviews, skill demonstrations
  (in some select courses)

Weather Delays and Closures
- If the school start is delayed one hour, then morning evaluations will begin one hour later at 10:00. Afternoon evaluations and assessments if necessary will begin at 1:00 p.m.

- If school is cancelled, the evaluations for that day will move to the next school day and the schedule will follow.

Textbooks and Course Materials
- **Students must return the course textbook(s) and resources** prior to the start of the final exam or assessment. Your teacher will inform you how this will take place. Textbooks and library books must be returned before a transcript of marks will be issued.

Preparation for an Assessment
- **Electronic devices, smart phones/watches, coats, books, notes, papers, and kitbags are to be stored outside of the exam room or stored in a designated place in the classroom. Electronic devices and translators cannot be used as a calculator or any other purpose during exams without specific permission from the teacher/exam supervisor.**

- Students will receive specific instructions from the teacher/supervisor prior to the start of the exam.

- Students are expected to read over the exam at the beginning of the examination period and ask for clarification at that time, rather than during the progress of the exam.

Academic Honesty
- Students are expected to be honest at all times and maintain the integrity and validity of the assessment. Steps are taken to prevent cheating on exams. The following regulations will prevail for examinations: contravening any of these regulations will be considered cheating.

- Each student is responsible for his/her own deportment. Ensure, by the positioning of your paper and your posture, that your paper is not visible to those around you. Making information accessible to yourself or others, having notes, or electronic devices during the exam is considered cheating.

- Any obvious attempt at cheating or any activities that appear suspicious will not be tolerated. There will be no communication, verbal or otherwise, with other students once the examination has begun. The evaluation will be deemed to have begun as soon as the first paper has been passed out.

- If it is determined that a student has cheated, the assessment will not be accepted as the student's work and will be given a value of zero towards the student's final mark calculation.