



ST. MARGUERITE d'YOUVILLE CATHOLIC SECONDARY SCHOOL SEMESTER END / EXAMINATION PROCEDURES

January 22 to 31, 2025

The following is a guide to support St. Marguerite d'Youville students and their families with final examinations and end of semester procedures. Students are encouraged to connect with their teachers for exam-related questions.

A. Schedule / Procedure

1. Record your exam schedule very carefully. Note the dates, times, and locations of your exams as specified by your subject teachers at the end of this document.
2. All students are expected to be in their exam room, **IN PROPER UNIFORM**, by 8:12am. All students shall remain for the **full 2 hours in class**.
 - a. Grade 11 and 12 exams begin promptly after the national anthem, prayer, and land acknowledgement at 8:30am.
 - b. Grade 9 and 10 students shall be in their classroom reviewing course material from 8:30am to 9:00am. Following the review, their 1.5-hour exam will begin at 9:00am.
3. Upon entering the exam room, **QUIET is expected**. Notes, texts, phones, etc., are not permitted in the exam room unless approved by the course teacher. **Please check with your teacher to determine the method for returning textbooks at the end of the semester**. Please **do not turn over your exam paper** until instructed to do so by the supervising teacher.
4. Students must stay for the entire length of time allocated for the exam. **Students will not be released from examinations prior to 10:30am** to avoid ongoing disruptions in school hallways.
5. Before submitting your exam to the presiding teacher, number each of the pages, and put them in order. Write your name, teacher's name, and exam title on each page.
6. **Bussing – Bus pickup after examinations is at the regular scheduled time of 2:25pm on each exam day**. Supervision will be provided in the cafeteria and library for bus students until pickup time. It is suggested that other transportation accommodations are put in place by families if possible.

B. Cheating

Cheating is a very serious offence and may result in the loss of the exam portion of your final mark, and/or any other consequence deemed suitable by the school administration.

C. Length of Exams

All grade 9 and 10 exams are approximately 1.5 hours in length. All grade 11 and 12 exams are approximately 2 hours in length. **Non-bus students should arrange for transportation home immediately following exams as they should leave the building to provide a quiet environment for ongoing exams and studying.**

D. Absence from an Exam

You may only be excused from an exam for medical reasons. Absence due to illness **must be verified by a medical note issued by a physician**. An unexcused absence will result in the loss of the exam portion of your final mark; that is, **a zero will be assigned**.

E. Late for an Exam

If you arrive late for an exam, you must report directly to the scheduled examination room. Your exam must be completed in the time remaining. **YOU WILL NOT BE GIVEN EXTRA TIME BEYOND THE SCHEDULED EXAM TIME.**

F. Uniform

Full uniform **MUST** be worn during exam days. Students not in proper uniform will **NOT** be permitted to write their exam until they are in proper uniform. Extra time will **NOT** be provided for students who are late beginning their exam because of a uniform infraction.

G. Food Services

Cafeteria service will be closed for the exam week and bus students who are staying for full day should bring lunch.

H. Library

The library will be available for quiet study between 7:30am and 8:05am. Consistent with other classes, students who are out of uniform will not be permitted to work in the library.

I. Postponement of Exams Due to Inclement Weather

If school Buses are **cancelled** and/or the school is **closed** on an exam day, the exams scheduled for that day will be postponed to the alternate inclement weather exam day, **Tuesday, January 28th, 2025.**

J. Return of Textbooks and Materials

Exam Day is the last day to return textbooks and outstanding materials to your teacher. Failure to return a material will be recorded by the teacher and followed up by the school.

K. Exam Review Day – Wednesday, January 29th, 2025.

This day will have a modified schedule. Students are required to come to school in **full uniform.** Students will be attending all their scheduled semester 1 classes, as attendance will be taken. The purpose of this day is for students to look over their exams, take up the exam with the teacher, ask any questions they may have, and have assignments returned to them. There will be no cafeteria service on this day and buses will arrive at their regular scheduled time.

The day will be organized as follows:

Period 1: 8:12-8:30	Period 2: 8:30-8:50	Period 3: 8:50-9:10	Period 4: 9:10-9:30
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Once you have had a chance to look at your exams, you will have the option of attending your classes to go through an in-depth review.

Period 1: 9:30-10:30	Period 2: 10:30-11:30	Lunch: 11:30 -12:15	Period 3: 12:15-1:15	Period 4: 1:15-2:15
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L. Semester 2 – Students **do not come to school on **Thursday, January 30, 2025. Friday January 31 is the first day of semester 2.** Report cards will be tentatively distributed electronically on **Feb 4 2025.****



HALLWAYS AND EXAMINATION AREAS MUST REMAIN QUIET AT ALL TIMES!
Please exit the school quickly and quietly after you have finished your exam.

Examination Schedule

Students should complete the chart below using their own schedule. Please check with your teachers about correct exam dates and locations. Note: All students should be in their scheduled examination room by 8:12am.

	PERIOD 1 EXAMS	PERIOD 2 EXAMS	PERIOD 3 EXAMS	PERIOD 4 EXAMS	Alternate inclement weather exam day (if needed)
DATE	Wed. January 22	Thurs. January 23	Fri. January 24	Mon. January 27	Tues. January 28
COURSE					
ROOM #					

All exams are in their regularly scheduled classrooms unless teachers have informed you otherwise

GOOD LUCK ON YOUR EXAMS!