



Cardinal Ambrozic Catholic Secondary School

January 22, 2024

Dear Parents/Guardians and Students,

The following is important information regarding the **Semester 1 Examination Period** for parents and students of Cardinal Ambrozic Catholic Secondary School.

EXAMINATION SCHEDULE Semester 1 – January 2024

TIME	Wednesday January 24	Thursday January 25	Friday January 26	Monday January 29	Tuesday January 30	Wednesday January 31	Thursday February 01	Friday February 02
8:45 - 8:50 A.M.	Morning announcements and opening exercises. Students are to be in their classroom during this time. Textbook collection will occur.				Alternate Exam Day as required. **(Please note that this is an official exam day and will be used only if necessary)	EXAM REVIEW Day MODIFIED SCHOOL SCHEDULE (on back) Students to be in full uniform.	P. D. DAY No classes	First Day Semester 2
9:00 - 11:00 A.M.	PERIOD 1 SUBJECT EXAMS	PERIOD 2 SUBJECT EXAMS	PERIOD 3 SUBJECT EXAMS	PERIOD 4 SUBJECT EXAMS				
11:00 - 12:15 P.M.	Lunch (For Students who have indicated through survey they required bus services at 2:45 p.m.)	Lunch (For Students who have indicated through survey they required bus services at 2:45 p.m.)	Lunch (For Students who have indicated through survey they required bus services at 2:45 p.m.)	Lunch (For Students who have indicated through survey they required bus services at 2:45 p.m.)				
12:15 - 2:45 P.M.	STUDY HALL Café (Only Bussed Students)	STUDY HALL Café (Only Bussed Students)	STUDY HALL Café (Only Bussed Students)	STUDY HALL Café (Only Bussed Students)	STUDY HALL Café (Only Bussed Students)			

Important Information for Students

SCHOOL BUS CANCELLATIONS DURING EXAMS

If school bus cancellations occur in the, **all exams at Cardinal Ambrozic will be cancelled for that day. Cancelled exams will be written on the Alternative Exam Day- Tuesday 30th January.** Please check the school website for additional information at www.dpcdsb.org/AMBRO.

- Students must be in **full uniform in order to write any exam.**
- Students are to remain in class until 11:00 A.M.** Grade 9 and 10 exams are scheduled for **1.5 hours**, Grade 11 and 12 exams are scheduled for a maximum of **2 hours**. It is your responsibility as a student to **arrive on time**, be prepared, and locate the correct room for your exam. Your exam must be completed in time remaining.
- If an exam is missed for any reason, a parent/guardian **must** notify the main office; **illness must be accompanied by a medical note**; emergencies must be accompanied by a phone call and a legitimate note must follow. **Any unexcused absence will result in the loss of the exam portion of your final mark.**
- If you arrive late for an exam, you must first report to the Attendance Office and speak with Attendance Secretary. **YOU WILL NOT BE GIVEN EXTRA TIME BEYOND THE EXAM TIME.**
- All textbooks/learning materials are to be returned to the subject teacher prior to writing the exam.



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6. Lockers **may only** be accessed before and immediately after the exam; students **must not linger in the hallways on the 1st and 2nd floor during scheduled exam times and must leave the school promptly upon completion of the exam.**
7. Cheating is a very serious offence and will result in a mark of **zero** assigned to the exam portion of final mark.
8. Cafeteria services for lunch **will not be available** during the exam week. Students remaining at school due to the fact they must take a school bus home at 2:45 p.m. are encouraged to bring a lunch from home.
9. **All exams are in their regularly scheduled classrooms unless teachers have informed you otherwise.**
10. School busses will pick up students at their regularly scheduled morning pick-up times and **depart from the school at end of day at 2:45 P.M.**
11. Locker cleanout will take place on **Friday, February 02, 2024**, during Period 1.

Exam Review Day Schedule Wednesday January 31, 2024

AM SCHEDULE:

Time	Period	Expectation
8:45 – 9:15	Per. 1 Anthem/Prayer/Morning Announcements	Students will have the opportunity to review their exams. <i>Students must be in full school uniform.</i>
9:20 – 9:35	Period 2	
9:40 – 9:55	Period 3	
10:00 – 10:15	Period 4	
10:20 – 11:05	Common Lunch	Lunch -- <i>Cafeteria will be closed ~ Students must bring their own lunch.</i>

PM SCHEDULE:

Time	Period	Expectation
11:10 – 12:00	Period 1	Students are expected to be on time, in full uniform, prepared to review exams in more depth.
12:05 – 12:55	Period 2	
1:00 – 1:50	Period 3	
1:55 – 2:45	Period 4	<i>Each class will be 40 minutes in length.</i>

Buses will depart at 2:45 p.m. on Exam Review Day



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Exam Expectations Regarding Materials

Faith, trust, honesty, and integrity are an integral part of the Cardinal Ambrozic community. It is imperative that each member of this community exude these qualities throughout all aspects of the learning experience, including the examination period.

As such, there are several considerations to keep in mind to ensure that the integrity of exams and the answers students provide are safe-guarded.

1. *Students are to bring the following items to an exam:*

- *Pen*
- *Eraser*
- *Pencil*
- *Calculator (if required)***

****The calculator CANNOT have the capability to communicate with other devices. Sharing of materials are not permitted.**

2. *Students are NOT permitted to bring the following items to an exam:*

- *Backpacks*
- *Pencil Cases*
- *Jackets*
- *Calculator Cases*
- *Electronic Devices***

****Electronic devices include, but are not limited to:**

- *mobile phones,*
- *laptops,*
- *calculators that can communicate,*
- *MP3 players (such as an iPod),*
- *Personal Electronic Device ("PED" such as Blackberry, i-POD, etc.),*
- *electronic dictionaries,*
- *Apple/SMART watches,*
- *Apple/SMART glasses,*
- *wireless ear buds,*
- *any pairing device (such as a FitBiT),*
- *headphones, etc.*

3. Students shall place their regular watch or timepiece on their desk. Any material placed on desks, such as a wristwatch may be searched by the proctor/classroom teacher.
4. It is highly recommended that students leave their cell phones or any other PEDs in their lockers or at home. However, if they choose to bring it to class, they will be turning it in to the classroom teacher and the PED should be shut OFF. PEDs will be returned to students at the conclusion of the assessment.
5. Students must NOT communicate with one another in any matter whatsoever during the assessment. Students are expected to remain in the classroom for the duration of the assessment.
6. A student who uses or views unauthorized materials or electronic devices during their exam, or who assists or obtains assistance from other candidates or from any unauthorized source, will receive a mark of zero on their examination.



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EXAMINATION EXPECTATIONS FOR STUDENTS

1. Students must be in full uniform for all examinations. Any time spent getting into appropriate uniform will impact on the time remaining for the exam and students will not be given additional time to write their exam.
2. **Textbook Collection Process:** All outstanding textbooks/materials and/or replacement fees will be collected before each exam begins.
3. A student who misses an examination must provide a doctor's certificate and a parental note confirming the illness and the duration. Please inform the school (at 905-913-2989, press 0 for Attendance) before the scheduled exam(s). Students who miss an exam without providing the school with a medical certificate will be assigned a mark of 0% for the exam component of the evaluation. Students who do provide a medical certificate **will** still be required to write an examination based on the recommendation from the subject teacher in consultation with the appropriate Vice Principal (exceptions may apply due to mitigating factors and feedback from staff).
4. All students must be in the designated Exam Room by 8:45 a.m.
5. Students must come equipped with their own rulers, pencils, calculators, pens, etc. No sharing will be allowed, so bring extras. Materials such as texts, notes, binders, stuffed toys, pencil cases must be left at the front of the room and not beside your desk.
6. Students must cease all communication with other students upon entering the exam room.
7. Students who are late should report directly to the attendance office. Students who are late to the exam will not be given any additional time to write the exam.
8. No students are permitted to leave an exam prior to 11:00 a.m.
9. **The cafeteria will be closed during the examination period.**
10. In addition to these expectations, classroom teachers will provide additional classroom instructions as they pertain to textbooks, materials allowed, etc.
11. Students are to carefully check their exam schedule for dates, times, and rooms.
12. All school buses will leave promptly at 2:45 p.m.
13. **Exam Review Day – Wednesday, January 31, 2024.** Students will have an opportunity to review your final exams on this day. You **MUST** report to school **in full uniform**. You will follow the modified timetable that teachers will place on board.

MAY GOD BLESS YOU IN THE PREPARATION AND WRITING OF YOUR EXAMS.