



EXAM PROCEDURES

Exam Period: January 23rd to January 28th, 2019

1. The exam schedule is available on the Henry website. Please check in with your teachers to ensure that you are aware of all final course assignment due dates and deadlines before the exams begin.
2. Failure to write an exam will result in a mark of 0%, unless a medical certificate is submitted to the office within 24 hours of the exam. The medical certificate must state specifically that the student was unable to write at the designated examination time.
3. If you are late for an exam, report to the office first and you will be escorted to your room to complete the exam with the remaining amount of exam time.
4. Please move quickly and quietly through the halls. When not writing an exam please leave the building.
5. During the exam period of Jan. 23rd to Jan 28th students will not be permitted to go to the third floor lockers while exams are being written. Students completing their exams at 10:30 am must wait until 11:00am to go to their lockers on the third floor as two-hour exams are being written on the third floor.
6. Students writing an exam will remain in the exam room for the entire time of the exam.
7. Cell phones and all personal devices are not to be used in the classroom during the exam for ANY reason, **including listening to music and as a calculator**. They must be turned off and put away at the front of the examination room during the exam. **Cell phones, smartwatches and any other personal electronic devices must not be kept on your person.**
8. No coats, books or backpacks are to be at the student's desk. All personal items are to be left at the front of the classroom during the exam.
9. No items (pencil, eraser, calculator, etc.) can be borrowed from another student during the exam. Students are expected to bring their own resources.
10. If you are suspected of cheating or assisting someone else in cheating, you and your papers will be brought to the office. A mark of zero may be assigned by an administrator.
11. Locker clean out is January 16th during period one.
12. The cafeteria food services will be closed from Jan. 23rd to Jan. 30th, and will re-open on Jan. 31st. However, the cafeteria will remain open from Jan. 23rd to Jan. 30th as a quiet study area.