



École secondaire  
**LESTER B. PEARSON**  
High School

11575 rue P.M. Favier, Montréal (Québec) H1G 6E5  
TEL: (514) 328-4442 FAX: (514) 328-4443

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## June 2022 Exam Procedures for Students

1. The locker area will be closed. Students should be in school at least 15 MINUTES prior to the beginning of the exam. Students arriving late, must report to the office for a late slip. The invigilator will not admit a student who is late without a late slip. Extra time is not given to students who are late.
2. Any student who arrives 30 minutes after the start time of any exam is NOT permitted to write that exam and must be referred to administration. This student will be considered absent and will receive a mark of ZERO.
3. The only places students are permitted when not writing exams are in the cafeteria for group studying or the Library for individual quiet studying only (Maximum 30 students in Library).
4. Students must have their school I.D. cards with them throughout the examination period. I.D. cards are to be placed on the student's desk during each examination. Students who forget their I.D.s must report to the office where they must pay \$1.00 for a temporary I.D card. This I.D. will only be valid for the entire exams scheduled.
5. If a student is absent from an examination, the student must present a doctor's certificate, police report or death certificate indicating the date and reason for the absence. These certificates must be given to the level VP. Misreading the exam schedule is not a valid reason for missing or being late for an exam. Any student who misses an exam without one of the mentioned certificates/ reports will receive a mark of ZERO. Students that miss a Ministry Exam during the examination period will be required to write their exam during the supplemental exam period at a later date.
6. Students who miss an exam due to vacation plans will receive a zero on their exam.
7. Students will be permitted to leave an examination only after at least half the time has elapsed. Students are to raise their hand and wait for an invigilator to pick up the exam.
8. Students must sign the attendance sheet during the first 10 minutes of the examination and again at the end of their exam when they leave.



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9. Students must bring all relevant supplies to each exam; the school will not issue supplies.
10. The school uniform must be worn during the examination period, even if coming in only for tutorials.
11. During the exam period, students are to be in school only when writing examinations unless attending planned tutorials with a teacher or studying.  
**The cafeteria will not be serving food during the exam period.**
12. Jackets, hats, bags, food, books, and notes are to be left in the front of the classroom as the locker bay will be closed. Please use a Ziplock bag to carry any necessary materials. All dictionaries must be fanned to make sure nothing is hidden in the dictionaries.
13. During examination, students are strictly forbidden to have in their possession any electronic devices (smart phones, smartwatches, ear buds, headsets, portable media players etc..) that can be used to communicate, surf the internet, translate text, or create, save, and consult data. Any student who violates this rule will be expelled from the examination room and will be considered to have cheated on the examination.
14. Students who cheat or attempt to cheat may receive a mark of ZERO.
15. Students are reminded to verify the location and time of exams via the class lists in the plaza.
16. Upon completion of an examination, students are required to leave the examination area QUICKLY AND QUIETLY. Students should leave the building when they are finished for the day.

Be courteous to all who are writing exams! Be silent in the hallways!  
Thank you!

**GOOD LUCK!**



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Commission scolaire English-Montréal  
English Montreal School Board