



LESTER B. PEARSON HIGH SCHOOL MID-YEAR EXAMINATION PROCEDURES FOR STUDENTS

1. The locker area will be opened as of 7:45am. 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 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. Your I.D. is to be placed on your desk during each examination. Students who forget their I.D.s must report to the office where they must pay \$1.00 for a **weekly** temporary I.D. This I.D. will only be valid for the entirety of the exam week.
5. If a student is absent from an examination for medical reasons, the student must present a doctor's 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 a medical certificate will receive a mark of ZERO.
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 bring all relevant supplies to each exam; the school will not issue supplies.
9. The school uniform must be worn during the examination period, even if coming in only for tutorials. Students will not be allowed to write an exam unless in uniform.
10. During the exam period, students are to be in school only when writing examinations unless attending planned tutorials with a teacher or studying at the cafeteria. **The cafeteria will not be serving food during the exam period.**
11. Jackets, hats, bags, food, books, and notes are not permitted in the examination room and must be left in your assigned lockers.
12. Electronic devices (including mobile phones, smartwatches, ear buds, headsets, portable media players etc...) are not permitted in the examination room. If the device is in the student's possession during an exam, it will be considered as cheating resulting in a mark of ZERO for the exam. The item will be confiscated, and the student will be removed from the exam room.
13. Students who cheat or attempt to cheat may receive a mark of ZERO.
14. Students are reminded to verify the location and time of exams via the class lists in the plaza.
15. 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!

