



## LESTER B. PEARSON HIGH SCHOOL FINAL EXAMINATION PROCEDURES FOR STUDENTS

1. The locker area will be **open as of 7:45 a.m.** Students should arrive to school at least 15 MINUTES **(8:15am)** prior to the beginning of the exam. Students arriving late, must report to the **office** for an admit slip. The invigilator **will not** admit a student who is late without a slip. Extra time will not be provided to late arrivals.
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. Students are asked to enter the building using either the P.M. Favier or Hurteau terrace entrance. Once the examination period is over, students must exit using the terrace doors.
4. 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).
5. Students must have their school I.D. cards with them throughout the examination period. The I.D. card 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.
6. 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.
7. STUDENTS WHO MISS AN EXAM DUE TO VACATION PLANS WILL RECEIVE A ZERO ON THEIR EXAM.
8. Students will be permitted to leave an examination only after half the time has elapsed. Students are to raise their hand and wait for an invigilator to pick up the exam.
9. Students must bring all relevant supplies to each exam using a Ziploc bag. Pencil cases are not permitted in the examination room and the school will not issue supplies.
10. The school uniform must be worn during the examination period.
11. 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.**
12. Jackets, hats, bags, food, books, and notes are to be left in the student lockers during the exam.
13. 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.
14. Students who cheat or attempt to cheat may receive a mark of ZERO.
15. Upon completion of an examination, students are required to leave the examination area QUICKLY AND QUIETLY.

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

**GOOD LUCK!**