

PLEASE READ AND POST

EXAMINATION INFORMATION FOR STUDENTS

STUDENTS MUST WEAR THEIR CCH UNIFORM DURING THE EXAMINATION PERIOD

1. **Exam Schedule Is As Follows:**

Example: Period 1 subjects write Day 1, Period 2 subjects write Day 2, Period 3/4/5 subjects write Day 3, and Period 6 subjects write Day 4. There is one exam period each day.
Exams begin at **8:05 a.m.**

ALL STUDENTS MUST BE SEATED IN THE EXAM ROOM FIVE MINUTES PRIOR TO THE EXAM.

2. Exams vary from **1.5 hours to 2.5 hours**. Please check the examination schedule carefully for room locations.
3. No textbooks, papers, calculators or hand held electronic devices may be taken into the examination room unless specified by the classroom teacher.
4. All personal electronic devices are to be turned off and out of sight.
5. Silence must be maintained throughout the duration of the examination.
6. Students finishing early must report to the cafeteria. No student will be allowed in the halls during the examination period. All students must remain in their examination room for **one hour**.
7. Any student not writing an examination on a particular day need not attend school during that day.
8. The library will be open during the examination period for quiet study.
9. School buses pick up and drop off at the regular time. There is **NO** bus service on **Wednesday, June 29, 2011** unless it becomes a regular exam day.
10. **Do not make travel plans during the examination period. Examinations must be written on their scheduled dates.** We will not recommend credits in any subject if a student's absence from a scheduled examination is not substantiated by a doctor's certificate indicating the reason for absence. If you are unable to attend an examination because of illness or bereavement, in the immediate family, have your parent\guardian telephone the school **before** the exam starts. An exam day cancelled due to extreme weather will be rescheduled for the exam review day, **Wednesday, June 29, 2011**.
11. Any student using dishonest means to obtain answers on any examination will receive a mark of **zero** for that examination.

TEXTBOOK RETURN PROCEDURE

1. Students who are writing exams are to bring their textbook **or** the money required to pay for lost books to the exam room **before** the exam begins.
2. All textbooks must be returned to subject teacher by the end of exam period.
3. Department Heads submit **Text Owning List** (copy in exam package) to the Attendance Office by the end of the exam week.
4. The Main Office will follow-up at this point.