

## Appalachia High School Midterm Examination Policy

*The exam room refers to any room being used to write exams (gym / classroom).*

1. All students are expected to be on time for their examinations. Morning exams begin at 9:00 and end at 11:00. Afternoon exams begin at 12:30 and end at 2:30. These are the start times for the exams, not the arrival times for students. Students will be given extra time to write the exam based on the following: 10 minutes per scheduled hour. If the student is late they will not be given extra time outside of this time line.
2. All exams will be written in the gym unless alternate arrangements have been made with the administration. Students will not be permitted to enter the gym until directed to do so by the teacher supervisor.
3. Students are not permitted to bring any paper and / or books into the exam room unless prior permission has been granted. Students are expected to come to the exam room with all required materials for that particular exam: pens, pencils, calculators, etc. Calculators are expected to have been properly cleared of all functions that would be regarded as cheating.
4. Students who miss an examination **must** provide a doctor's note. Alternate arrangements will then be made to write the exam.
5. Cheating on an exam will not be tolerated. Cheating will result in disciplinary action as deemed necessary and appropriate.
6. Students are expected to use the washroom before the start of an exam. Washroom use for the **first hour** of an exam will not be permitted.
7. If a student causes a disruption in the exam room, his / her exam will be taken and the student will be suspended. Students will be quiet and respectful in the exam room.
8. Students must remain in the exam room for the **first 1.5 hrs** of the exam. Once dismissed from the exam room, students are to leave the building or go to the cafeteria to study. Students who finish early will sit quietly in their desks until permitted to leave.
10. All school policies still apply during exams – caps, coats, bookbags, cell phones, I-pods, etc are to be left on the stage or by the teacher's desk if in a classroom.
11. Students must raise their hand when they wish to obtain exam supplies from the supervising teachers.
12. If school is closed for any reason during the exam period, the examinations missed will be moved ahead by one day. If only a half day is missed, the exams missed will be written the following day in the same time slot (AM or PM) and all other exams in that time period will be moved ahead one day. Students will be informed through the local radio station, school web page & Synrevoice.
13. There will be a bus, as needed, to bring Stephenville Crossing / Mattis Point **senior high** students home after the AM exam. *There will be **no** bus to bring students to school for afternoon exams.* Students who have an afternoon exam must come on the morning bus and remain in study hall or find their own transportation. St. George's/Flat Bay students may use the kindergarten bus to go home after their AM exam – bus leaves at 11:45.

*Updated Jan. 5, 2015*