



Mississauga Secondary School
Student Summative and Exam Preparation Instructions
 June 21-25, 2010

Summative Evaluations and the Formal Exam Schedule

In-class summative exams are held during regularly scheduled class periods as needed during the final weeks of classes. The last regular class day is **Friday, June 18, 2010**, and the **formal examination period** runs from **Monday, June 21 – Friday, June 25, 2010**. During exams, students should only be at school on days they have exams or pre-arranged extra-help appointments with teachers. **It is your responsibility to be at each of your summatives and exams on the scheduled date, time and location. No extra-time is provided for late arrivals.**

Conflicts

If you have an exam conflict (i.e. two exams at the same time, or three on the same day), you must come to the office by **Monday, June 14, 2010** at the latest to register your conflict. Alternative arrangements will be made for you. **Simply not showing up to one of your exams will result in a zero for that exam.**

Illness and Death in the Family

The only acceptable absences from summatives and exams are for serious illness or death of a close family member. Students who miss an evaluation due to a serious illness must present a medical certificate to Mr. Botnick within two days of the missed exam. The medical certificate must state that the student was "unable to write their final examination on the scheduled date". In the case of a death in the family, parents must contact Mr. Botnick as soon as possible.

Students missing exams for acceptable reasons as outlined above will be expected to rewrite the exam on Friday, June 25, 2010 unless other arrangements have been made with Mr. Botnick. There will be no re-scheduling of summatives or exams to accommodate holiday travel or work schedules.

Textbooks and other School Materials

It is the students responsibility to return all textbooks, library books and any other borrowed school materials in good condition. Students owing any school materials will not receive new texts the following semester and will not have computer access at school until the books are returned or the replacement value is paid to the office.

Exam Preparation

Start studying now! Do not wait until the night before your exam! Examinations are your final demonstration of knowledge for your course. Prepare for them in a serious way. Late night television, gaming and excessive socializing should be avoided during exams. Plan and follow through on studying for each exam on several occasions. Include break time between study sessions. Start organization, review and analysis of your course work weeks in advance (i.e. now). When studying is complete, have a good night's sleep, and eat a healthy breakfast before your exam. Make sure you bring all the necessary pens, pencils, rulers, calculators and other permitted materials to each exam. Arrive to your exam 15 minutes early and make sure you have taken care of all your personal needs before your exam so you are able to write the entire exam without having to use the washroom. Bring tissue to the exam.



During the Exam

Students will be admitted into the exam room five minutes before the exam is to start. Any materials brought to the exam but not permitted for exam use must be left at the front of the exam room. Students are to remain seated during the exam and communicate their need for assistance by raising their hand. Students must remain in the exam room for a minimum of 1 hour for 1.5 hour exams, and 1.5 hours for 2 hour exams. Following that time, if the exam is complete, students may leave quickly and quietly. Students who remain after that are to stay until the scheduled end time.

Academic Honesty

Students are responsible to ensure that the knowledge and skills demonstrated during summatives and exams is their own. Students will receive a mark of zero on their exam or summative if they communicate in any way with another student during the evaluation or have unauthorized materials or equipment with them during the exam. **The use of electronic devices (e.g. cell phone, iPod, MP3 players, PSP, etc.) other than calculators as permitted, is strictly prohibited.**

After Exams

When leaving an exam please move quickly and quietly through the halls as other exams may still be in progress. Please leave the building immediately upon completion of exams for that day. While in the building, students must follow regular school rules and behave maturely and appropriately.

We wish you success on your summatives and final exams!



June 2010						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 DAY 3	2 DAY 1	3 DAY 2	4 DAY 3	5	6
7 DAY 1	8 DAY 2	9 DAY 3	10 DAY 1	11 DAY 2	12	13
14 DAY 3	15 DAY 1 LOCKER CLEAN OUT 2:25 - 2:36 NEW	16 DAY 2 GRADE 9 MATH EQAO	17 DAY 3	18 DAY 1 LAST DAY OF CLASSES	19	20
21 EXAMS BEGIN	22 EXAMS	23 EXAMS	24 EXAMS	25 EXAMS END	26	27
28 NO CLASSES	29 NO CLASSES	30 EXAM REVIEW & REPORT CARD PICK UP 9:00 - 10:20	JULY 1ST HAPPY CANADA DAY!			

July						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Notes:
 LOCKER CLEAN-OUT has been scheduled for 2:25 - 2:36 P.M. on THURSDAY, JUNE 15, 2010, BUT START CLEANING NOW!

MY EXAMINATION SCHEDULE FOR JUNE 2010

FORMAL EXAMINATIONS	DATE	EXAM	TIME	ROOM	NOTES	
	MONDAY JUNE 21			8:30 AM		
				11:00 AM		
				1:30 PM		
	TUESDAY JUNE 22			8:30 AM		
				11:00 AM		
				1:30 PM		
	WEDNESDAY JUNE 23			8:30 AM		
				11:00 AM		
				1:30 PM		
THURSDAY JUNE 24			8:30 AM			
			11:00 AM			
			1:30 PM			
FRIDAY JUNE 25			8:30 AM			
			11:00 AM			

