

1. Students will report to their assigned location by 8:15 am and be assigned a seat by the proctor for morning exams. If you only have an afternoon exam please report to the examination room by 11:20 am and wait for a proctor to assign you a seat. See the exam schedule.
2. Students are to leave the building after the AM exams if they do not have a PM exam. If you do have a PM exam you should report promptly to the Dolan Center (9th & 12th) and ND Commons (10th & 11th) after completing your AM exam. You should stay in the lunch area until the moderator indicates that you may go to your classrooms. Do not loiter in the hallway. There should be silence in the hallways at all times. Students may only use the library or computer lab after completion of the PM exams, if Mr. Lejano and/or Ms. Kane are available and it is completely necessary for a student to do so.
3. **There is no early dismissal. Morning exams will end at 10:30am and afternoon exams will end at 1:30pm. Students should use their time wisely and not rush through the exam.**
4. Please know that students will not be permitted to use the bathrooms during exams, so you need to do so before the start of each exam or wait until the completion of the exams in the room.
5. **If a student is sick, one of her parents must call the school by 8:25 am. An appointment with a doctor and a doctor's note is imperative for illness during the examination period. Not being present for an exam because of a cold, stomach ache or anything related is not permissible. It is for extreme situations only. Students with unacceptable excuses for absence during the exam period will receive 0%.**
6. If a student arrives late for an examination, extra time will not be given for the completion of the exam. Students who arrive late must report to the attendance officer and be taken to the examination room. If a student is more than 30 minutes late they may not take the exam.
7. Examinations are scheduled at the end of the first and second semesters of the school year. They may be of two or three hours duration. Absence from any examination may disqualify a student from receiving honors.
8. Any student who uses any means other than her own intellect to answer questions on an examination will receive 0% for that examination. The proctor will be vigilant as you enter the examination room to decrease the risk of cheating among your peers. Please know that it is okay to inform the proctor if you see another student cheating. You shouldn't wait until dismissal.
9. In the event of an unexpected school closing (such as subway strike or snow storm), the exam schedule will continue as published. Exams for the next day will be the ones assigned to that day. Exams originally scheduled for the day school was closed will occur at a later date.
10. Please be mindful of the fact that you will not be permitted to enter the examination room with any coats, bags, or aide other than pens and pencils and a calculator if applicable for a math or science exam. **Please leave ALL belongings in your locker. Students are expected to be in full uniform during the testing period. Students who have been given special permission will be allowed to dress in casual clothing.** Students are expected to be in full uniform with the exception of those listed on the perfect attendance list.
11. Food, candy, and beverages will not be allowed during the examination.
12. Students allotted extra time must report to the library during the exam period. Students with extended time will take all exams in the library, except for language.
13. **If necessary, make-up exams will be administered on Thursday, January 18th and Friday, January 19th at 8:30 and 11:30am to students who have an excused absence, documented by a doctor's report. There is a \$25 make-up fee associated with each make-up examination, which is payable prior to sitting for the exam. You are expected to be on time.**