

Notre Dame School

Exam Memo for Students May 2018

Attendance:

- For morning exams students are to be in the building at 8:05am and then report to their homeroom by 8:15 am.
- If you only have an afternoon exam please report to the examination room at 11:15.
- **As usual 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. Students with unacceptable excuses for absence during the exam period will receive 0%.**
- 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 she may not take the exam.
- Absence from any examination may disqualify a student from receiving honors.

Academic Honesty:

- 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.

Exam Day:

- 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 for the math and science exams. **Please leave ALL belongings in your locker.**
- **Students are expected to be in full uniform during the testing period. Students who have perfect attendance will be allowed to dress in business casual clothing, NO shorts.**
- Food, candy, and beverages will not be allowed during the examination.
- 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 must report promptly to the cafeteria after completing your AM exam. You are to stay in the cafeteria until your next exam. **Bring your own lunch.**
- Please do not loiter in the hallway. There must be quiet in the hallways at all times.
- 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.

Schedule:

- 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.
- Students with accommodations must report to the library for Theology and room 401 for Economics.
- Make-up exams will be administered on **Tuesday, May 22 & Wednesday, May 23 (if necessary)** for 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.