



## JOHN F. KENNEDY HIGH SCHOOL EXAMINATION PROCEDURES FOR STUDENTS

1. The only places students are permitted when not writing exams are the Cafeteria for group studying or the Library for individual quiet studying only (Maximum 30 students in Library).
2. You are NOT permitted to use your lockers during exams. All material needed to study from must be removed prior to the examination period.
3. All bags and coats are to be left at the front of the class you are writing your exam in.
4. Students must verify their section numbers with their teachers.
5. Students should be in school at least 15 MINUTES prior to the beginning of the exam.
6. Students who arrive 30 MINUTES AFTER the exam has started will not be admitted to the exam room and will not be permitted to write that exam.
7. All students must remain in the exam room for A MINIMUM OF ONE AND A HALF HOURS for all two hour exams and remain a MINIMUM OF TWO HOURS for all three hour exams.
8. If a student is absent from an examination for medical reasons, the student must present a doctor's certificate indicating the date and reason for the absence. These certificates must be given to Mr. Marra. No other reason will be accepted. Please Note: In the case of missed Provincial / Ministerial Exams the final decision rests with the Ministry.
9. Students must have I.D. cards with them throughout the examination period. Your I.D. should be placed on your desk during each examination. Students who forget their I.D.s must report to Room C106, where they must pay \$1.00 for a temporary I.D. This I.D. will be valid for all exams of THIS SESSION.
10. Students must bring their own supplies, such as H.B. pencil, erasers, pens, etc. for each examination. Calculators are permitted in some exams.
11. All electronic devices (Cellular Phones, Pagers, etc.) are prohibited in exam rooms.
12. Cheating will not be tolerated. Any student who is found cheating during an examination will receive an exam mark of zero.
13. Upon completion of an examination, students are required to leave the examination area QUICKLY AND QUIETLY. Students should leave the building when they are finished for the day.
14. All school rules apply during the examination session. THE DRESS CODE APPLIES DURING THE EXAMINATION SESSION. STUDENTS OUT OF DRESS CODE WILL BE SENT HOME.

**Be courteous to all who are sitting exams!  
Be silent in the hallways!  
Thank you.**