



ST. MARGUERITE d'YOUVILLE CATHOLIC SECONDARY SCHOOL SEMESTER END / EXAMINATION PROCEDURES

June 17th to June 27th, 2025

A. Schedule / Procedure

1. Record your exam schedule very carefully. Note the dates, times, and locations of your exams as specified by your subject teachers. ***on the back of this page*.**
2. Students are welcome to arrive at school any time after 7:30a.m. Students must report to the Cafeteria or Library upon early arrival if they want to study, as all classrooms will be locked in preparation for exams. All students must be in full uniform to access the Cafeteria or Library!
3. All students are expected to be in their exam room, **IN PROPER UNIFORM**, by 8:12am. All students shall remain for the **full 2 hours in class**.
 - a. Grade 11 and 12 exams begin promptly after the national anthem, prayer, and Land Acknowledgement at 8:20am.
 - b. Grade 9 and 10 students shall be in their classroom reviewing course material from 8:20am to 8:50am. Following the review, their 1.5-hour exam will begin at 8:50am.
4. Upon entering the exam room, **QUIET is expected**. Notes, texts, phones, etc., are not permitted in the exam room unless approved by the course teacher. Please check with your teacher to determine the method for returning textbooks at the end of the semester. Please **do not turn over your exam paper** until instructed to do so by the supervising teacher.
5. Students must stay for the entire length of time allocated for the exam. This ensures your performance is a true reflection of your learning. **Students will not be released from examinations prior to 10:20am** to avoid ongoing disruptions in school hallways.
6. Before submitting your exam to the presiding teacher, number each of the pages, and put them in order. Write your name, teacher's name, and exam title on each page.
7. **Bussing** – Bus pickup after examinations is at the regular scheduled time of **2:25pm on each exam day**. Supervision will be provided in the cafeteria and library for bus students until pickup time. It is suggested that other transportation accommodations are put in place by families if possible.
8. **IMPORTANT CHANGE:** Gr. 12 Period 4 Exams will be held on **Tuesday June 17, 2025**, to accommodate graduation deadlines set by the school board.

On **Tuesday June 17, 2025**, all students will follow a modified schedule to accommodate grade 12 students writing their period 4 exams in the morning. Grade 9-11 students will attend their semester 2 classes on this day according to the modified schedule. See chart below.

Modified Schedule for **Tuesday June 17, 2025**

Period 4 – Grade 12s write their Period 4 Exams	8:12-10:17
Period 2	10:20-11:12
Period 3A	11:17-11:57
Period 3B	11:57-12:37
Period 3C	12:37-1:17
Period 1	1:22-2:15

B. Cheating

Cheating is a very serious offence and may result in the loss of the exam portion of your final mark, and/or any other consequence deemed suitable by the school administration.

C. Length of Exams

All grade 9 and 10 exams are approximately 1.5 hours in length. All grade 11 and 12 exams are approximately 2 hours in length. **Students without busing must arrange for transportation home following exams as they must leave the building promptly.**

D. Absence from an Exam

You may only be excused from an exam for medical reasons. Absence due to illness **must be verified by a medical certificate issued by a physician**. An unexcused absence will result in the loss of the exam portion of your final mark; that is, **a zero will be assigned**.

E. Late for an Exam

If you arrive late for an exam, you must report directly to the scheduled examination room. Your exam must be completed in the time remaining. **YOU WILL NOT BE GIVEN EXTRA TIME BEYOND THE SCHEDULED EXAM TIME.**

F. Uniform

Full uniform **MUST** be worn during exam days. Students not in proper uniform will **NOT** be permitted to write their exam until they are in proper uniform. Extra time will **NOT** be provided for students who are late beginning their exam because of a uniform infraction. Please prepare the day prior to ensure you have a full uniform.

G. Food Services

Cafeteria service will be closed during examinations.

H. Library

The library **will be available for quiet study between 7:30am and 8:05am.** Students will not have access to the library after exams, as the space will be used to conduct alternative examinations. Consistent with other classes, students who are out of uniform will not be permitted to work in the library.

I. Postponement Of Exams Due To Inclement Weather

If school Buses are **cancelled** and/or the school is **closed** on an exam day, the exams scheduled for that day will be postponed to the alternate inclement weather exam day, **Tuesday, June 24th, 2025.**

J. Exam Review Day & Last Day of the 2024-2025 School Year – **Wednesday, June 25th, 2025.**

The last day of the semester is scheduled as an Exam Review Day. **Students will follow the schedule below.** Students are required to come to school in **full uniform.** Students will be attending all their scheduled semester 2 classes, as attendance will be taken. The purpose of this day is for students to look over their exams, take up the exam with the teacher, ask any questions they may have, and have assignments returned to them. This is the only opportunity students will have to review their exams. Teachers will make themselves available to students throughout the scheduled class times. As well, this will allow students the opportunity to return outstanding textbooks and materials to their teachers. There will be no cafeteria service on this day, and buses will arrive at their regular scheduled time. **The day will be organized as follows:**

Period 1: 8:12-8:30	Period 2: 8:30-8:50	Period 3: 8:50-9:10	Period 4: 9:10-9:30
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Once you have had a chance to look at your exams, you will have the option of attending your classes to go through an indepth review.

Period 1: 9:30-10:30	Period 2: 10:30-11:30	Lunch: 11:30 -12:15	Period 3: 12:15-1:15	Period 4: 1:15-2:15
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K. Grade 12 Prom and Graduation – Our grade 12 students will have their prom on **June 13th** and their graduation ceremony on **June 27th.** Further details have been provided to our grade 12 students.



HALLWAYS AND EXAMINATION AREAS MUST REMAIN QUIET AT ALL TIMES!
Please exit the school quickly and quietly after you have finished your exam.

Examination Schedule

Students should complete the chart below using their own schedule. Please check with your teachers about correct exam dates and locations.

Note: all students should be in their scheduled examination room by 8:12am.

	PERIOD 4 EXAMS ONLY GR.12	PERIOD 1 EXAMS ALL GRADES	PERIOD 2 EXAMS ALL GRADES	PERIOD 3 EXAMS ALL GRADES	PERIOD 4 EXAMS ONLY GR.9-11
DATE	Tues. June 17	Wed. June 18	Thurs. June 19	Fri. June 20	Mon. June 23
START TIME	8:12am	8:12am	8:12am	8:12am	8:12am
COURSE					
ROOM #					



All exams are in their regularly scheduled classrooms unless teachers have informed you otherwise

GOOD LUCK ON YOUR EXAMS!