

IMMANUEL CHRISTIAN SECONDARY SCHOOL

EXAM WRITING PROCEDURES

1. Only students who are excused by administration will be permitted to defer an examination to an alternate date outside of exam week
2. Students will be called to the exam room no earlier than fifteen minutes prior to the start of the exam start time.
3. The following are **NOT PERMITTED** in the exam room:
 - Backpacks
 - Books
 - Coats/Hats
 - **Note: Hoodies will be checked prior to entering exam space. Students may be asked to take hoodies off to be checked by staff.**
 - Purses
 - Pencil cases
 - **Electronic Devices** such as – but not limited to - **cell phones, smart watches** (wearable technology), **translators, iPads**.
 - Note: Some students have been approved by the administration for use of an electronic device as part of an exam accommodation.
4. Students may take in water bottles and small amounts of food (whatever can be fit inside a small clear plastic sandwich bag).
5. Students need to come to the exam prepared with pens, pencils, erasers, approved calculators – these items will not be supplied by the staff.
6. **Students must remain in the exam room for a minimum of one hour.**
7. No student shall copy from or exchange any materials with another, nor shall a student leave an answer paper so exposed that other students may copy from it. Students shall not bring into the examination room any books, notes, or papers or anything from which assistance may be derived.
 - Students found in violation of the above will receive a “0” for the examination and will be removed from the exam room