

**LISGAR COLLEGIATE INSTITUTE EXAMINATION SCHEDULE: JANUARY 2010**

**Evaluations held during regular class periods:**

Date & Time	Grade 9 60-75 minutes	Grade 10 60-75 minutes	Grade 11 60-75 minutes	Grade 12 60-75 minutes
Monday January 18	AMS109 AMS10/20 AMU10 AMU109 CGC1P	AMS20 AMU20	AMU3M	CGW4U
Tuesday January 19	AMS109 AMS10/20 AMU10 AMU109 CGC1P	AMS20 AMU20 CHC2P	AMU3M	BBB4M CGW4U
Wednesday January 20	AMS10/20 AMS109 AMU10 AMU109 AVI10 FSF1P	AMS20 AMU20 AWA20 CHC2P BTT20	AMU3M AVI3M EMS30 ENG3C	AVI4M BBB4M EWC4UR CPW4U HZZ4U
Thursday January 21	AMS10/20 AMS109 AMU10 AMU109 FSF1P	AMS20 AMU20	AMU3M EMS30 ENG3C	EWC4UR CPW4U

**Exams held during the formal exam period:**

Date & Time	Grade 9 1.5 hrs+45min flex	Grade 10 1.5 hrs+45min flex	Grade 11 2 hrs + 1hr flex	Grade 12 2 hrs + 1hr flex
Friday January 22 8:45am	ENG1D* ENG1DG*	ENG2D* ENG2DG*	ENG3U** ENG3UG**	ENG4C***dw ENG4U***dw ENG4UG***dw ENG4UR***dw
Friday January 22 12:15pm				
Monday January 25 8:45am	CGC1D* CGC1DG*	MFM2P**dw MPM2D**dw MPM2DG**dw	MCR3U** MCR3UG**	MAP4C** MCV4U** MCV4UR** MHF4U**
Monday January 25 12:15pm			CGG30** CLU3M** FEF3UH** FSF3U**	
Tuesday January 26 8:45am	FEF1D* FSF1D*	CHC2D* CHC2DF* CHC2DG*	SBI3U** SBI3UG**	SBI4U**
Tuesday January 26 12:15pm	LVLAD*	FSF2D*	HSP3M**	MDM4U**
Wednesday January 27 8:45am	SNC1D* SNC1DG* SNC1P*	SNC2D* SNC2DG*	SPH3U** SPH3UG**	HHG4M** SPH4U** SPH4UG**
Wednesday January 27 12:15pm	LWSBD*	ICS20*	BAF3M** ICS3U**	FSF4U** ICS4U** PSE4U**
Thursday January 28 8:45am	MPM1D* MPM1DG*		LWSCU** MBF3C** SCH3U** SCH3UG**	CHY4UR** SCH4U** SCH4UG**
Thursday January 28 12:15pm		BBI20*	CHW3M**	BAT4M** CLN4U** MDM4UR**
Friday January 29 8:45am		FEF2D*	MCF3M**	
Friday January 29 12:15pm	TEACHER	SCHEDULED	PRACTICAL	EXAMS
	1.5 hrs+45min flex	1.5 hrs+45min flex	2 hrs + 1hr flex	2 hrs + 1hr flex

- 1) Students may write a maximum of two examinations in one day. Students who have more than two exams scheduled in any given day are to see Mr. Goebel immediately. Students who have conflicting examinations must also see Mr. Goebel.
- 2) \*1 hour exam plus 45 minutes flex time; dw=district wide examination; \*\*2 hour exam plus 1 hour flex time; \*\*\* 2.5 hour exam plus 30 minutes flex time

**PLEASE READ THE EXAMINATION INSTRUCTIONS ON THE BACK OF THIS PAGE**

**LISGAR COLLEGIATE INSTITUTE**  
**EXAMINATION INSTRUCTIONS FOR STUDENTS**

1. **It is the student's responsibility to know his or her personal examination timetable and to see that he or she is present for each examination he or she is required to write.** All examinations must be written at the times which are indicated on the examination schedule. Subject teachers will inform students of the rooms where they will write their examinations.
2. **Final evaluations are compulsory for all students.** Refer to the OCDSB Secondary Educator's Resource Guide for Assessment, Evaluation and Reporting of Student Achievement. **The only legitimate reasons for missing an examination are a family emergency or student illness.** In these circumstances, a parent or the student (if an adult) must call the school in advance of the examination. (239-2696) **In addition, students who miss examinations because of illness must provide the school with a medical certificate by Friday January 29, 2010.** Students who have no legitimate reason for missing an examination will receive a mark of zero for the examination. If families have special requests because of emergency travel requirements, parents should write directly to Mr. David McMahon, Principal of Lisgar C.I.
3. **All conflicting examinations must be reported by the student to Mr. Goebel immediately.** Conflicts will be written in Room 355 or Room 356. Students who have two examinations which conflict during the morning will start writing at 8:45am. Students who have two examinations which conflict during the afternoon will start writing at 9:45am. Students writing an afternoon examination may not leave the conflict/extended time room before 1:30pm. Students with conflicts are not permitted to leave the conflict/extended time room between examinations. If examinations are written over the lunch hour, students will be required to eat lunch in the conflict/extended time room; therefore, students should bring their lunches with them ahead of time. Students may only leave the conflict room with specific permission of the Conflict Room Supervisor and must remain under supervision. Students with conflicting examinations may take a short 30 minute supervised break between examinations. Students with conflicts may select the order of the conflicted exams; however, they may not switch morning and afternoon time slots. Students in the conflict/extended time room are responsible for making sure they are writing the appropriate examination paper.
4. **Length of exams:** All grade 9 and 10 exams are set to allow completion for the majority of students in 1.5 hours, except the board-wide mathematics exam which is 2 hours. Grade 11 and 12 exams are set for 2 hours, except the board-wide English exam which is 3 hours. This exam schedule acknowledges individual differences and that high stakes summative assessments need to be flexible. An equivalent amount of flex time is available for Lisgar students and therefore time and a half will be provided to complete exams for all students; however, the exceptions to the extra time policy at Lisgar are the board-wide examinations which are governed by Board policy.
5. **Exam Start Times:** Please note the change in exam start times. Morning exams start at **08:45am** and afternoon exams start at **12:15PM**. Students must remain in the examination room for the first hour of their scheduled exam.
6. Students not writing an examination may study at home. Those who choose to come to school are to study quietly in the library or cafeteria. Sections of the school in which examinations are being written will be out of bounds. Quiet access to lockers is permitted at the end of the examination.
7. Students who require the use of computers or scribes will be notified by Ms. Sintic or Ms. Adams. These students will write their exams in Room 354 or 355 or 356.
8. Should exams be postponed because of inclement weather, heating/cooling system or electrical breakdown, etc., the "bump and slide" principle will apply; each day's examinations will be written one day later than originally scheduled. Should this occur, students are expected to be available to write all of their examinations.
9. Students who arrive late for an examination will be admitted only during the first hour of the exam with no provision for extra time. If a student is more than one hour late for an exam, he/she must report to the office.
10. Within the examination room, it is the student's responsibility to (a) follow directions given by the teacher(s) in charge (b) bring the required materials (i.e. pen, pencil, ruler, subject-approved calculator, etc) and any other items specifically permitted by the examination (c) check that all parts of the examination have been received (d) turn in the examination with his or her name on all sheets (e) raise his or her hand if assistance is required (f) refrain from communicating with other students in any way (g) **not have** in his or her possession any unauthorized materials which appear to be for the purpose of getting or giving assistance to oneself or another student(h) leave all textbooks, notes, binders, and pencil cases in your lockers; please do not bring them to the examination room (i) check calculators to ensure there are no extraneous items programmed that may be construed as "crib notes." **Students must ensure that they do not take any cell phones or coats or knapsacks into examination rooms.** Any supervising teacher who finds a student with a cell phone in an examination room will confiscate the phone for the duration of the examination; at the end of the examination, the supervisor will turn over the cell phone to an administrator.

