



ANCASTER HIGH SCHOOL

FINAL EVALUATION SCHEDULE

Examination Routines

- Examination schedules will be posted in your classroom. Please be sure to review to ensure that you have the correct date, time and location for your evaluation.
- Communicate with your classroom teacher on how to best prepare for the evaluation and what materials are required on exam day. Please be sure to come prepared with the necessary materials to your evaluation.
- In accordance with HWDSB policy, unless Personal Electronic Devices are required as part of a final evaluation, Cell Phones and Electronic Devices must be on silent and stored out of sight.
- If there are concerns / specifics regarding accommodations please speak to your teacher prior to the evaluation date (i.e. additional time, formula sheet, etc.).
- **ALL CLASSES** will have an evaluation on their scheduled exam day.
 - Students **must** remain in the evaluation for a minimum of **60 minutes**.
 - Students finishing their evaluation early must sit quietly until the end of the 60 minutes.
 - Once dismissed, students will **QUICKLY** and **QUIETLY** leave the school or go to the East Cafeteria
- Transportation (buses) will operate on its regular schedule during the Final Evaluation days.
- Final evaluations will be scheduled in the Library/Learning Commons, Resource Room, and the West Cafeteria during exam days and therefore **unavailable** for students for quiet study. If you require a space for quiet study please report to the East Cafeteria.
- Please return any loaned textbooks / materials on or by the final evaluation date to your classroom teacher.
- Report any **absences** on exam days ASAP by calling the school at **905-648-4468**.
- A doctor's note may be required for a missed evaluation. Please submit any necessary documentation to the Main Office.
- All **missed** exams / final evaluations will be arranged in consultation with the classroom teacher and Main Office.
- Please contact Ancaster High's Administration regarding conflicts or concerns with the evaluation schedule that cannot be rescheduled (i.e. specialist appointments, etc.).
- Students wishing to review their Final Exams must make arrangements with the respective teacher. There is no formal Exam Review Day.

School Closure: In the event of school closure, the schedule will be delayed by a day

E.g., if school is closed on June. 20th, then Period 1 exams will be written on the morning of June 21st. Exams scheduled on June 21st would move to June 24th and those scheduled on June 24th would move to June 25th, and so forth.

Parents/Guardians and students are reminded that early morning announcements regarding school closures will be made on local radio (i.e. FM 102.9, AM 900, etc.), TV (i.e. CHCH), Twitter (i.e. @HWDSB), and on the Board's website (www.hwdsb.on.ca).