

Royal West Academy

189 Easton Avenue, Montreal West, Quebec H4X 1L4

Tel.: (514) 489-8454

Fax: (514) 489-3682

www.royalwest@emsb.qc.ca

June 2025 Examination Policies & Procedures

1. During the exam period, students are to be in school only when writing examinations unless they are attending planned tutorials with a teacher or studying. **The cafeteria will not be serving food during the exam period. The cell phone policy is in effect during the exam session.**
2. Students writing examinations will report to the assigned examination rooms at least 10 minutes before the start of the examination. The examination schedule will be posted on the television screens around the school.
3. Students must sign the attendance sheet during the first 10 minutes of the examination. They must sign out at the end of the exam and indicate the time at which they leave.
4. Students must remain for at least one half of the time allotted for the examination. Students are required to leave the examination area QUICKLY AND QUIETLY after leaving the examination room. They are to leave the school immediately or use the cafeteria/library for studying. Students should leave the building when they are finished for the day. Be courteous to all who are writing exams! Be silent in the hallways! Thank you!
5. As per Ministry guidelines, only a **doctor's note, police report or death certificate** will be accepted for missing an examination. Any student who misses an exam without one of the mentioned certificates/ reports may receive a mark of ZERO. **No students will be admitted after 30 minutes have elapsed from the start of the examination.** Students who have missed an RWA/Board examination will not be permitted to re-write at a later date, even if the absence is justified. Misreading the exam schedule is not a valid reason for missing or being late for an exam.
6. Students must know the **section number** for each of their courses. Your subject teacher can give you this information.
7. Each student must have HB pencils, pens, erasers, calculators, etc. as required in a transparent, sealable plastic bag (eg Ziploc bag). **Borrowing will not be permitted.**
8. **School bags, textbooks, electronic devices such as cell phones, Fitbits, iPods, ear buds, headphones and/or smartwatches, exercise books, notes and pencil cases must be left at the front of the exam room if the exam takes place in a classroom, or at the back of the examination room if the exam is taking place in one of the Gyms.** RWA is not responsible for lost or stolen items. Any student caught with an electronic device during an examination will see this item confiscated and the student may be sanctioned for cheating or plagiarism as per Ministry of Education guidelines. This includes graphic calculators, unless otherwise specified by the subject teacher. **Memory aids required for math exams must be handwritten. Photocopied memory aids are not permitted and will be confiscated.**

9. If a cancellation occurs during the prescribed exam period MEQ, EMSB and/or Royal West Academy exams missed on that day may be rescheduled to a later date.
10. All textbooks must be returned directly to your subject teachers. Each teacher will have book collection times listed on their classroom doors. **Any textbooks or other materials that are lost or not returned must be paid for in full prior to June 30th.**
11. **Students are expected to wear the school uniform during exams. Beginning Friday, June 6th, students may wear their Phys Ed uniform, including running shoes in lieu of the school uniform. They must wear one or the other. No mixing and matching.**
12. **All lockers are to be completely cleaned out by Thursday, June 5th at 8:40 AM. We recommend that students empty lockers gradually, to avoid heavy bags.** Any locks remaining beyond this date will be cut off and the school will not be responsible for lost items. Students must keep their locks in a safe place to be used next year. Replacement locks must be purchased at the office.