

Royal West Academy

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May 2025 Examination Policies & Procedures

1. Students writing examinations in May must report to Homeroom for attendance (except for Sec 2 & 5 FLE exam; info to follow for these exams). At the 8:40 a.m. bell, they must then report immediately to their assigned rooms (displayed on tv screens). **The cell phone policy is still in effect during exams.**
2. 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.
3. Students must remain in the examination room **for at least one half of the allocated examination time**. Once they have completed their examination, students are required to leave the exam area QUICKLY & QUIETLY. Students are asked to **leave the school immediately or proceed to the Cafeteria or Library for studying purposes. Students may not remain in the halls.** They must report back to school for their period five and six classes.
4. As per Ministry guidelines, only a **doctor's note, death certificate or police report** will be accepted for missing an examination. Any student who misses an exam without one of the mentioned certificates/reports will receive a mark of ZERO. **No student will be admitted once 30 minutes has elapsed from the start of the examination.** Misreading the exam schedule is not a valid reason for missing or being late for an exam.
5. Students must know the **section number** for each of their courses. Your subject teacher can give you this information. It is also indicated on your school schedule and on the Mozaik portal.
6. 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.**
7. **School bags, textbooks, exercise books, notes, pencil cases, electronic devices such as cell phones, Fitbits, iPods, earbuds, headphones and/or Smart watches** must be left in the student's locker. RWA is not responsible for lost or stolen items. Any student caught in possession of 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.**
8. 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.