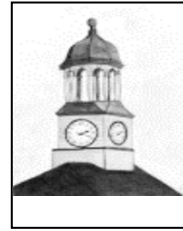


## ROYAL WEST ACADEMY

### May/June 2026 Examination Policies

#### Examination Policies & Procedures:

1. Students writing examinations must report to Homeroom for attendance (except for Sec 2 & 5 francais, langue d'enseignement 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).
2. Students must sign the attendance sheet at the start 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. Personal cell phones and other mobile devices such as smart watches, Fitbits, and ear buds/headphones are not permitted in the exam rooms. They must be left in student lockers. Additionally, all personal electronic devices must be turned off and must be kept out of sight while



on campus for the duration of the day even during the exam period. Students may only use personal electronic devices on campus before 8:25am and after 3:00pm. Cell phones may be used at the office with the consent of a staff member in order to contact a parent/guardian.

9. If a cancellation occurs during the prescribed exam period, MEQ and/or Royal West Academy exams missed on that day may be rescheduled to a later date.