

ASSUMPTION COLLEGE SCHOOL

EXAMINATION PROCEDURES FOR STUDENTS

✓	All students are required to be in the examination room at 8:50 am.
✓	Any student who misses an examination will receive a Zero . You may have to produce a doctor's note if you miss an exam due to illness.
✓	All textbooks will be collected by the teacher before the students write the examination. Outstanding textbooks are to be given to the subject teacher before or on the day of the examination.
✓	Students will take only those materials required for an examination into the examination room.
✓	No coats, bags, or cell phones are to be taken to the examination room (have students leave their cell phones on the teachers' desk until they are leaving the examination room).
✓	Students in the school writing examinations, studying or working on projects Must Be In Full Uniform For The Entire Day .
✓	If a student is NOT in full uniform, they may NOT be admitted into the examination room. Notes will NOT be given for being out of uniform. Students out of uniform must report to the Vice Principals' office at which time the parent/guardian will be contacted. The time to deal with uniform infractions will be deducted from the time allotted to write the examination.
✓	Any student cheating during an examination will receive a Zero .
✓	Students arriving LATE for an examination must report to the Attendance Office for an admit slip. (No extra time will be given without administrative approval.)
✓	All hallways where examinations are being written will be out of bounds until the designated dismissal times. Students will be allowed to go to their locker <u>quickly</u> and <u>quietly</u> at 11:00 a.m., 11:15 a.m. and 11:30 a.m.
✓	<u>Transportation:</u> On January 25, 28, 29, 30, the following buses will leave ACS at noon (12:00p.m.): Routes: 17B, 18, 18A, B518, B525, B530, B533, B874 Students that do not take one of these buses are encouraged to arrange a ride home on these days.

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