



JCS Student Final Assessment and Exam Expectations

Students and parents please review the following information and be aware of exam schedule for the dates, time, and locations(s) of your final assessments and exams.

Students, as you prepare for your exams, be sure:

- to bring pens, pencils, erasers, and photo I.D. to each assessment.
- to arrive at least 20 minutes early to the exam location (30 minutes for Diploma Part A exams) to allow time for supervisors to seat students and start the assessment on time.
- that any water and/or food item should be in clear containers. Please no nuts or nut products.
- to wear comfortable clothing. If wearing a sweater with a hood you need to ensure that the hood is down so that your face and ears are visible and any pockets are empty.
- that if there is a conflict between a scheduled diploma and non-diploma exam, please contact the non-diploma subject area teacher so that alternative arrangements can be made.

For Diploma Exams:

- **Diploma dates and times are not able to be modified or changed.** The exams must be written on the date and time scheduled. All diploma exams are to start at 9:00 am.
- Students may not enter, or leave, the diploma writing room without the consent of the supervisor. Students may not take examinations, or exam material, out of the examination room (including any scrap paper used).
- In keeping with Alberta Education policies, **all students will be given double the time to write the exam.** Diploma exams are designed to be written in 3hrs with a double time of 6 hrs (2.5hrs/5 hrs for Social Studies 30-2 Part A and Social Studies 30-1 and 30-2 Part B)
- Bring only what is required to write the exam. The following items can not be brought into the exam:
 - **Any electronic device** including, but not limited to: cellphones, smart watches, iPods/iPads, electronic organizers, hand held electronic dictionaries, or any other portable electronic device.
 - **Any unauthorized calculators.** For Math and Science exams students will be required to clear their calculators to their original factory settings, free of any extraneous programs or built in notes. Calculators will also need to be cleared

after the exam. Calculator cases are also not to be brought into the exam setting, as per Alberta Education.

- **Any unauthorized resources**, such as papers, notes or any kind, or book other than those permitted for that exam. Please check with your subject teacher for which materials (ie. thesaurus, dictionaries, etc.) are approved for use.
- **Other items that are prohibited** from the exam writing area include: purses, book bags and backpacks, coats, hats, books or notes, calculator covers. **Please only bring what is required for the examination such as HB pencils, erasers, pens, calculator (approved), student ID, and batteries.**

For all exams:

- Once an exam begins, students must remain in the exam for a one-hour minimum. Once an hour has passed, any late student will not be allowed into the writing area.
- In keeping with Alberta Education policies, **all students will be given double the time to write the exam.** All non-diploma final exams are designed to be written in 1.5 hrs **with a double time of 3 hrs.**
- Any students requiring accommodations (other than extra time) need to ensure arrangements have been made before the writing of the exam.
- **Please be considerate of other students.** Once finished please leave the exam area and go to the main floor, or leave the school.
- Avoid any interruptions during the writing of the assessment. Parents, if a student needs to be contacted please call the main office.
- **Avoid bringing any electronic device to the location of the exam (this includes phones, I-Pads, and smart watches) and electronic devices are to not be on your person during the exam.**
- **Only bring approved materials into the assessment and do not bring additional materials beyond those specified by the assessment supervisor.** For Math and Science exams, students will be required to clear their calculators, and not bring the case, prior to the start of the exam.
- **Bring only what is required for the examination such as HB pencils, erasers, pens, calculator (approved), student ID, and batteries to your assigned table/desk.** All other items, such as purses, book bags and backpacks, coats, hats, books or notes, calculator covers are to remain in your locker, or at the back of the room of the exam.