

Waterford Valley High



Exam Room Regulations

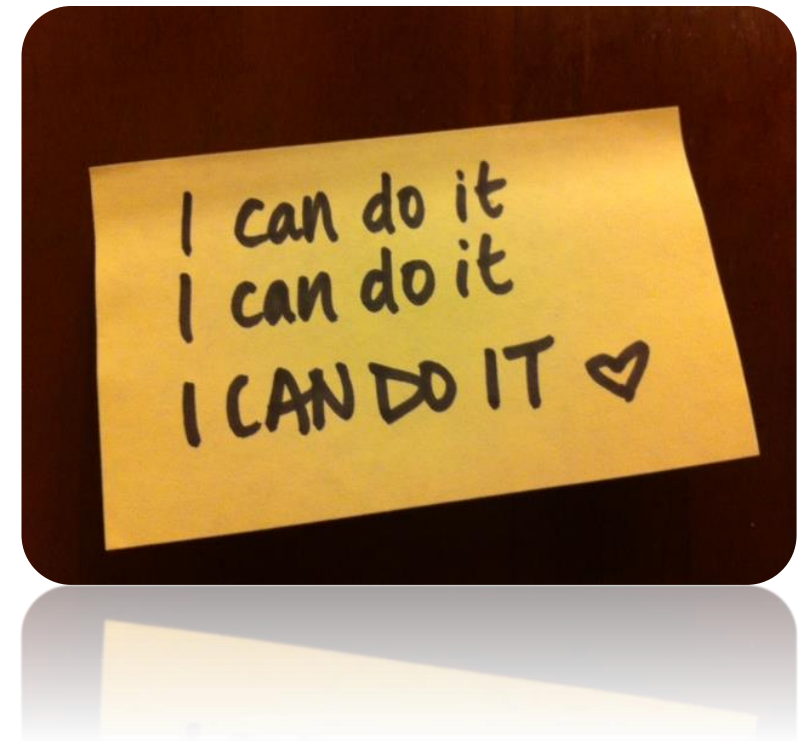
NOTE: these regulations are designed to ensure an orderly school environment that will maximize student achievement

Exam Room Rules

1. Students must sit in assigned seat (please see posted seating schedules before entering the gym). All seats will be labeled. If your name is not posted please check with the office
i.e. students in Alternate Settings be provided with individual schedules



2. All students are to sign the attendance sheet and names will be verified by the supervising teachers.
3. Every effort will be made to phone home to those not in attendance.



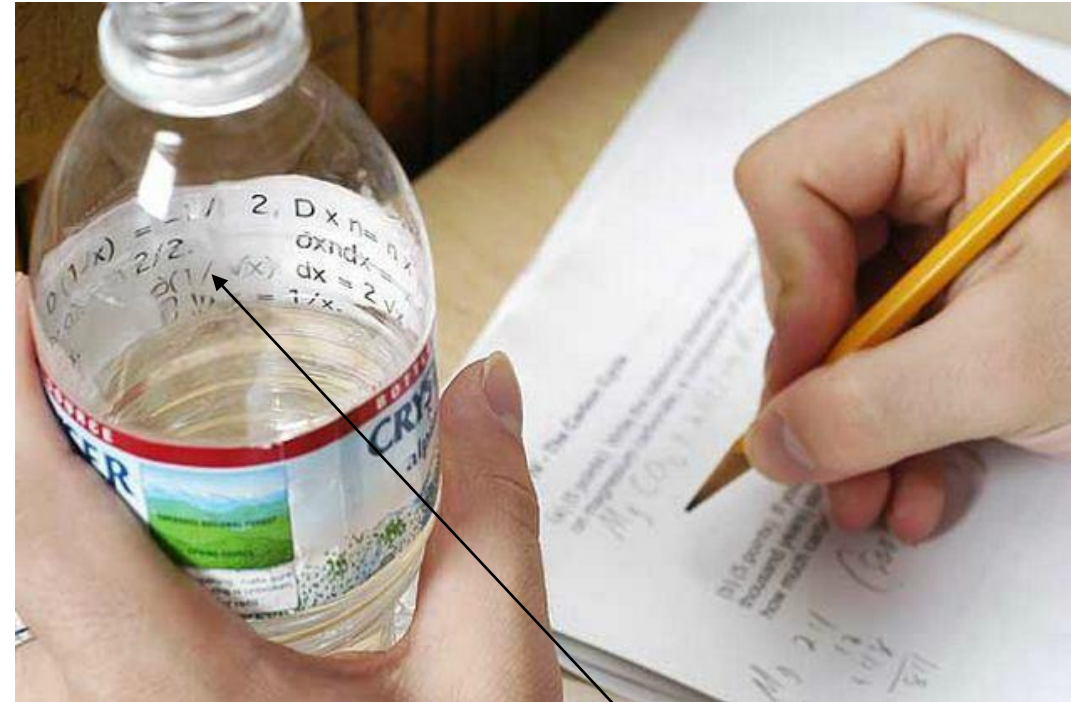
- The only items you are allowed to have on your exam desk are your **writing materials (Pens, pencils, erasers)**. **Note that a see through plastic bag can be used to carry these items.**
- Please check with your teacher regarding calculator use during your exam. Teachers will check calculators and erase any stored memory before the exam begins.



- Electronic devices should be left in the students' locker
- Most examination rooms have clocks. Students may only use a wrist watch to check time or ask a teacher.
- No items are to be left at the back of the gym
- No kitbags, purses, jackets or hats permitted in the exam room
- Please store these items in your locker



- Only water bottles are permitted in the exam room and must have a closed top to prevent spillage.
- Students cannot leave the exam room in the first hour for ALL EXAMS.
- Please leave quietly as other students are still writing their exam
- Stay at your desk, raise your hand and a teacher will come to collect your exam paper.



**Remove any labels on
Water bottles!**

Ssshhh!

- No talking between students or passing of any materials. If you have a question / problem please raise your hand and speak to one of the supervising teachers.
- Students must keep their eyes on their own paper at all times



Teachers are watching for...

- Wandering eyes; talking; passing notes; or other communication
- Crib notes up sleeve, under leg; inside pockets, clothing, pen, eraser, water bottle, calculator cover, or hat brim; written on hands, arms, pencils, desks, chairs, walls; visible on clipboard or floor, binders or backpacks; stored in programmable calculators or electronic datebooks; pre-written in exam books; or hidden in bathroom or nearby classroom.
- Student who fails to submit paper or exam



After your exam

- You can return to your locker however remember to be QUIET as there are students writing exams in classrooms throughout the building
- If you do not have an exam it is recommended students study at home as we do not have space to accommodate high numbers of students
- Students that have to be in the building must go to the cafeteria or the Learning Commons to study quietly.



No Loitering & Bus Times

- Students are not permitted to loiter outside on school property, in the hallways or main lobby
- Bus schedule during exams
 - Buses will follow normal pick up times in the morning.
 - To allow for students to utilize extra time buses will leave school property at 3:30 pm.

