

ST. BONIFACE DIOCESAN HIGH SCHOOL
EXAMINATION REGULATIONS - June 2022

1.	No food or beverages are allowed in the examination room (except for water in a clear bottle).
2.	Cellphones and smart watches must be left in lockers or at the front of the examination room.
3.	Students must observe all dress code regulations.
4.	All examinations are approximately 2 hours in length. Morning examinations begin at 8:30 am and afternoon examinations begin at 12:00 pm SHARP. Anyone arriving late will not be given additional time. Students must remain in the examination room for at least 1.5 hours from the start of the examination, but may remain up to 2.5 hours if needed. Exceptions will be made by Administration for students with adaptations.
5.	All students are required to write their scheduled course examinations at school. Students are required to write their examinations even if they are at risk of failing the course.
6.	Textbooks must be returned to the classroom teacher on the day of the examination or as otherwise arranged by the teacher. An invoice will be sent to students for any lost or vandalized textbooks.
7.	Students are required to be present on the prescribed dates and times for each of their examinations. Students are not to schedule vacations or job shifts during the examination period. A student who is absent from an examination due to illness must present a doctor's certificate for the date on which the examination was scheduled. The missed examination will then be rescheduled by Administration to be written as soon as possible.
8.	When not writing examinations, only students that have previously scheduled an appointment with a teacher are permitted to be in the building.
9.	Students should pre-arrange to be picked up as soon as possible after writing the examination. If it is necessary to wait for a ride, students must wait quietly at the front or side entrance of the school or outside, weather permitting. They may be directed to wait in a supervised classroom until the ride arrives.
10.	Students/parents are not allowed to request examination marks (in person, by phone, through mail, etc.) prior to report cards being distributed.

DURING THE EXAM:

1.	If an error appears on the examination paper, students should report the error to a supervising staff member.
2.	Communication of any kind between students is not allowed. If students have questions, they may ask a supervising staff member.
3.	Sharing equipment is strictly prohibited (i.e. pens, rulers, eraser, calculators, etc.)
4.	All students are responsible for the confidentiality of their own papers and must not leave answers exposed for others to see.