

# C.D.D.H.S. MEMORANDUM

TO: All Students & Teachers

FROM: D. Wilson, J. Meeker

SUBJECT: **FINAL EVALUATION PROCEDURES**

DATE: January 16, 2012

**PERIOD A TEACHERS: Please go over this information with your students and post this memo. Please focus on Exam Routines and Locker Restrictions. Exam schedule is out and should be posted in classrooms. A copy is in the window of the Main Office.**

1. **DATES**

January 27 to February 2, 2012

2. **EVALUATION TIMES**

9:00 a.m. - 12:00 p.m.

1:00 p.m. - 3:00 p.m.

3. **LOCATION**

All exams written in regular Block Class and Classroom unless specified differently.

4. **FOOD**

Café will be open normal hours.

5. **STUDENTS ARE RESPONSIBLE FOR BEING ON TIME, AND IN THE RIGHT PLACE.**

A) **ABSENCE FROM EVALUATIONS**

A student who misses an evaluation because of his or her error will normally receive a zero. If a student is going to miss evaluations for reason of illness, death in the family or any other legitimate reason (validated by D. Wilson or J. Meeker), parents must call the school before 9:00 a.m. the day of the evaluation. An absence due to illness should be supported by a doctor's certificate.

B) **OBLIGATIONS**

If a student's name is on the Daily Staff Announcements re: outstanding obligations, the teacher supervising the evaluation is to send this student to the office for clearance before the evaluation is allowed to begin. (Do not collect collateral items)

**C) NO BUS DAYS**

Delayed evaluations will be written the next school day. The sequence of 5 evaluation days will not be changed. It is important to keep up to date on the school situation even on days when students do not have evaluations to write. Please check the website for updates.

**D) LATENESS**

A student who arrives after an evaluation period has begun, must report to the office for an admit slip. In the event of a late bus a P.A. announcement will be made to admit students to the evaluations.

**6. JUST A REMINDER: STUDENTS AT SCHOOL, BUT NOT WRITING EVALUATIONS**

Students are not expected to be at school except when they have evaluations.

Students may:

A) Use the Resource Centre and the Café.

B) Be outside the school.

All doors to the school, except for the front ones, will be locked.

**7. STUDENT EXPECTATIONS**

A) No books, papers, etc. are to be taken into the evaluation room. (In case of an open book exam, texts and/or notes that are permissible will be indicated to students and supervising teachers beforehand.)

B) There is no talking in the evaluation room prior to and during written evaluations. If a student's evaluation is removed for talking or cheating, the evaluation receives a mark of "zero".

C) No student is to leave until dismissed by the teacher.

D) No cell phones or listening devices (eg. iPod) are allowed in evaluation rooms.

**8. LOCKER RESTRICTIONS**

The lockers will **NOT** be available from 9:00 - 11:00 and 1:00 - 3:00. Students may go to the Café or Library after leaving their exam. Halls will be closed between 9 to 11 and 1 to 3.

9:00 – 11:00 - HALLS CLOSED

11:00 - 1:00 Lunch - HALLS OPEN

1:00 - 3:00 - HALLS CLOSED