

OUR LADY OF LOURDES HIGH SCHOOL

EXAMINATION POLICY

PREPARATION

1. Students are responsible to bring home all books and study materials necessary to prepare for mid-term exams.
2. Every student is responsible to know the date, time, and room for each of their exams and report to the test room at the proper time. The starting time for each test is noted on the exam schedule **posted throughout the school** and can be found on the reverse side of this document and on the school website (www.ollchs.org).

ATTENDANCE

1. Students should arrive at school twenty (20) minutes prior to their scheduled exam and must be present in their assigned testing room ten (10) minutes before the start of the exam.
2. Students do not have to report to school on days that they are not scheduled for an exam. Students must report to the cafeteria, library or as directed during times that they are not scheduled to take an exam. Students may not roam the corridors while exams are in session.
3. **The only acceptable excuse for an absence from an exam is an illness confirmed by a physician, a death in the family or an unexpected emergency situation. The student's parent/guardian must telephone the school in the morning and relay any pertinent information. A physician's documentation must be delivered to the Attendance Office on the day the student returns to school in cases of illness.** The Assistant Principal will determine when the exam will be rescheduled; however, students excused from an exam as described above will be expected to be prepared to take the exam on the day they return to school.
4. In the event of inclement weather on a scheduled exam day, students and parents should refer to the school website for announcements. If a 2-hour delay is necessary, the Mid-Terms for that day will begin 2 hours later than the scheduled time. If a cancellation is necessary, the mid-term exams for that day will be rescheduled for Friday, January 27th 2023. If a second cancellation is necessary, the mid-term exams may be rescheduled for Monday, January 30th 2023.
5. Only students retaking a Regents or presented with a mid-term exam scheduling conflict will be permitted to have their mid-term exams rescheduled.

ACADEMIC INTEGRITY- Academic dishonesty, including cheating, which is any attempt to give or obtain assistance in a formal academic exercise to gain an advantage, will not be tolerated. **Students are not permitted to have in their possession a cell phone or any other electronic device during the administration of an exam.** Students are aware that they are to remove all books, notes, or other aids from their sight and out of reach during the exam to the front of the room. **No calculators or translators are allowed in an exam room unless otherwise permitted.** These conditions will be enforced by the exam proctor.

DURATION- The duration of each mid-term exam will be one and a half (1.5) hours and students must remain in the classroom for the entire period unless otherwise noted.

DRESS CODE- Official school dress code is in effect during exam week.