



High School Exam Time

Exam time is an important part of the school year. To help everyone feel prepared, here is a simple guide to the expectations, attendance rules, and incentives available to learners.

Incentives and Attendance

Students may earn an academic incentive in a class if they meet certain attendance expectations. These incentives can help improve a student's final grade.

An incentive is the opportunity for a final exam to have an adjusted value to reward absenteeism of 7 or less periods per class. If a student does not qualify for an incentive, it is not a punishment—nothing is being taken away. Instead, the student simply completes the course using the regular exam weighting that applies to all learners.

How to qualify for an incentive:

- Have 7 or fewer absences in a class and be in good standing.
- If a student qualifies, the exam will count for either 10% or 40% of the final grade – whichever gives the higher mark.
- Three tardies = one absence for each class.
- Bereavement (a death in the family) is the only excused absence that still allows a student to qualify for an incentive.

Learner Expectations and Behaviour

Attendance

- All students must attend their scheduled exams.
- Missing an exam without an approved reason means the student is not in good standing and will receive a 0. Any incentive earned for that class will also be removed.
- Only bereavement or a serious medical condition may excuse a student from writing an exam. These situations are reviewed by school administration.

Behaviour During Exams

- Students must behave respectfully and follow all exam rules.
- Inappropriate behaviour or academic dishonesty will result in removal from the exam area, a 0 on the exam, and loss of any incentive.
- Students must stay in the exam room for at least 90 minutes before leaving.

Why These Rules Matter

These expectations help create a fair, focused environment where every learner has the chance to do their best. Families can support students by helping them arrive on time, stay organized, and understand the importance of exam attendance and behaviour.