



St. Jean de Brébeuf Catholic Secondary School

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Principal: Mr. P. Di Ianni

Vice Principals: Mrs. C. Groppo, Miss L. Marconato, Mr. R. Valconi

MEMO to: SJB Students and their parents/guardians
MEMO from: SJB Administration
REGARDING: Exams and End of Semester Information
DATE: January 2023

1. Book Returns and Outstanding Items:

Students writing exams must **return their textbooks to their classroom teacher.**

Students who owe textbooks, library books, sports equipment, uniforms or money may compromise their exams. Students who have dropped courses must return all textbooks to the teachers of those courses.

2. Buses:

Buses will run at **regular times during exam days.** Students should make arrangements to return home once their exam is complete.

3. Cafeteria Services:

The Cafeteria is the only designated area for quiet study prior to writing exams. Cafeteria services will be unavailable during exam week.

4. Exam Calendar:

Exams begin promptly each morning at 8:20 a.m.

Last day of Classes for Semester 1	Wednesday, January 25, 2023 (half day for students – Grade 8s visiting in afternoon)
Period 1 Exam	Thursday, January 26, 2023
Period 2 Exam	Friday, January 27, 2023
Period 3 Exam	Monday, January 30, 2023
Period 4 Exam	Tuesday, January 31, 2023
Period 5 Exam	Wednesday, February 1, 2023
PD Day – no school for students	Thursday, February 2, 2023
Exam Viewing Day/First Day of Semester 2	Friday, February 3, 2023 *Timetable for this day is at end of this memo

PLEASE NOTE: During exam week, students **only attend school on the days that they have an exam to write**. Students are required to inform themselves whether they have an exam during exam week or an in-class exam on another day before exam week.

5. Academic Dishonesty

Any academic dishonesty (cheating) that occurs during an exam **may result in a zero on the exam**. Parents/guardians will be notified.

6. Special Education Resource:

Special Education Resource Teachers will contact all students on their caseload to discuss specific accommodations for their final exams.

7. Important Information for Students:

- a) Students are to ensure that they know the **length of time allotted** for their exam in order to arrange for transportation home. Students may leave an exam as early as 30 minutes before the scheduled end of the allotted time. i.e. for an exam that lasts 90 minutes, a student may leave at the 60 minute mark. Upon leaving the exam room, students are to exit the building as quickly and quietly as possible.
- b) If a student is **ill or injured** on the day of an exam, parents are to use the SafeArrival Attendance Management system as per usual protocol. A **medical note** will need to be submitted to the appropriate Vice Principal (Mrs. Groppo A-F; Miss Marconato G-M; Mr. Valconi N-Z). **An alternate date** and time to write the exam may be chosen.
- c) If a student is **up to 45 minutes late** for an exam they must report directly to the Examination room. If a student arrives **more than 45 minutes late**, they are to report directly to the attendance office.
- d) No electronic devices are permitted into the exam room. The only exception is a calculator.
- e) **Full Brébeuf Dress Code** is required during the exam timetable.

8. Demonstration of Learning (DOL):

Earlier this semester, communication was sent home regarding **Demonstration of Learning** for **Grade 9 and 10 destreamed** courses with final exams scheduled during the exam week. At that time, it was stated that courses with in-class final exams would proceed prior to the exam week as they have in the past. To be eligible to complete the course without writing the final exam, a student **must meet all of the following criteria**:

- Course Mark: The student has achieved an overall term **mark of 70% or greater** in that course.
- Attendance: The student has a **maximum of six (6) unjustified absences** or fewer in the full credit course or **three (3)** or fewer unjustified absences in a half-credit course. This does not include any school-related absence (i.e. school trips or athletic events).
- Suspensions: The student **has not received a suspension** in the semester the course is taken.

Any student who meets the criteria may still elect to write the exam if the Parent(s)/Guardian(s) feels it is in the student's best interests.

9. Guidance/Student Services:

If students need to see a guidance counsellor for course changes for semester 2, this office will be open for students, on a drop-in basis, from 8:30am until 12:00pm on each of the exam days. **No appointments** are required to speak with the guidance counsellors during exam week!

10. Preparation for Exams:

Students should come to school ready to write a final examination. Bring all necessary writing materials (paper will be provided). **Cell phones** may NOT be used to assist a student with an examination and will be expected to be **turned OFF** during the exam.

Be sure to get enough sleep leading up to exam days and have a good breakfast. Study and prepare and stay calm. **Good luck. God Bless.**

11. Timetable for Friday, February 3, 2023:

SEMESTER 2 classes	TIMES
Period 1	8:10 – 9:00
Period 2	9:05 – 9:50
Period 3	9:55 – 10:40
Period 4	10:45 – 11:30
Period 5	11:35 – 12:20
SEMESTER 1 exam viewing	
TIMES	
Period 1	12:25 – 12:50
Period 2	12:53 – 1:18
Period 3	1:21 – 1:46
Period 4	1:49 – 2:14
Period 5	2:18 – 2:42

Students who wish to view their semester 1 exams on February 3 **must remain in each class** until the bell rings.

12. IF you have any **questions or concerns**, please see an administrator and we will be happy to help. God bless!

Soul, Mind, Body