



# ROYAL VALE SCHOOL

## MEMO TO PARENTS AND STUDENTS

### **End-of Year Examinations** **June 06 to June 20, 2023**

1. All exams **start** at 9:00 a.m. or 1:00 p.m. Students are asked to carefully check the date, time and location of their exams to avoid coming in late or on the wrong day. **ALL students must enter by the High School entrance. Students will leave the school grounds through the High School exit at the end of their exam.**
2. Students will not be admitted later than 30 minutes after the listed starting time for exams. No exam will be extended for late students. **Time late is time lost.**
3. An exam missed cannot be made up or rewritten. The only **excuses** accepted for missing an exam is **1) a medical certificate indicating exact dates and the nature of the medical problem which would prevent the writing of an exam, 2) a court appearance, or 3) death in the family.**
4. Textbooks are to be returned on the day of the exam, in the classroom where the subject is taught, 30 minutes before the beginning of the scheduled exam. A ticket will be given by the subject teacher to enter the exam room. Students cannot begin to write their exams unless they have given their ticket to the exam invigilator. Students are then to proceed to their designated exam room to write their exam.
5. Students who return damaged or have lost their textbooks will need to go to the office and make arrangements for payment.
6. **All students are required to wear their school uniform until the end of exams on June 20.**
7. Books, bags, jackets, cell phones, etc. must be left at the front of the exam room. Students are strongly encouraged to bring a water bottle during their exams. Students will clear out their lockers by Monday, June 5th, 2023.
8. **NO ELECTRONIC DEVICES:** *During exams, students are strictly forbidden to have in their possession any electronic device, including a cell phone, Smart watch, wireless earphones, etc. Any student who violates this rule will be expelled from the exam room, will be considered to have cheated on the exam and will receive "0" for the exam.*
9. Any student cheating or communicating with another student during an exam will be considered to have cheated on the exam and will receive "0" for the exam. Borrowing is not permitted during an exam.
10. Students will need to sign the attendance sheet at the beginning of the exam and before leaving the exam room.
11. No student may leave the exam room **before half of the length of the exam has passed** and with the teacher's permission. Students must leave the school immediately after their exam and cannot loiter in the corridors.
12. If the school is closed for a particular examination day due to a power failure, evacuation, etc., the exams will be rescheduled and a new schedule will be issued in order to readjust the dates and times of the exams by messenger. The new schedule will also be posted on our school website (at the quick menu): <http://www.emsb.qc.ca/royalvale>
13. Report cards will be published electronically via the Mozaik Portal on June 22, 2023.

M. Zampini  
Principal

C. Lagakos  
Vice-Principal

