

GULF ISLANDS SECONDARY SCHOOL  
**FINAL EXAM POLICY**

Semester Exams will be held in all academic subjects. Exams will be weighted as follows:

Grade 9	20%
Grade 10	20%
Grade 11	20-30%
Grade 12	20-40%

Grade 12 Provincial Exams have a 40% weighting

Grade 11 Provincial Exams have a 20% weighting

Grade 10 Provincial Exams have a 20% weighting

- 1) Students are expected to know when and where their exams are to be written. Only students who are absent with **legitimate** reasons (supported by a note from home) will be allowed to make up their final exam.
- 2) Students are expected to be seated and ready to start their exam at the scheduled time.
- 3) No textbooks, food, liquids (other than water), notes or other reference materials are to be taken to examination desks or tables unless students are requested to do so by their teacher. All backpacks, binders, and other materials are to be left in lockers or at the doors of the examination room.
- 4) Students will not be allowed to write an exam (and will receive a ZERO) if they are more than 30 minutes late. Students arriving late, but prior to the 30-minute deadline, will **not** be given extra time.
- 5) Students must remain in the exam room a minimum of one hour. Afterwards, students may quietly leave to go to the library or to leave the school. The hallways are out-of-bounds.
- 6) Once an exam has started, all students will be **silent**. Students may contact the exam supervisor by raising their hands.
- 7) Students who talk without permission, or who cheat in any way, will receive an automatic ZERO. Other disciplinary actions may be taken, including suspensions from school.
- 8) If you have not completed all the requirements of the course (tests not written, projects not done, homework assignments not completed fully or handed in), teachers may assign the letter grade "I" (Incomplete).

**NOTE FOR STUDENTS IN GRADE 12 PROVINCIALY-EXAMINABLE COURSES:**

(exception – Eng 12 & Com. 12 – not optional)

Every Grade 12 Provincially examinable course has a school final worth of 20-40%. Students can “opt out” of the Provincial but must write the course final. School course exams will be written in the exam period but not at same time as the Provincial sitting.

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