



Baccalieu Collegiate Mid Course: Exam Guidelines 2024-2025

Exam Guidelines

General Instructions

- Regular class instruction will continue except during the designated **1 hour and 15-minute exam periods**.
- **Homeroom Period:** During the Mid-Course Exam Week, there will be no homeroom period. Students must proceed directly to their exam room when the homeroom bell rings.
- Students without a scheduled exam must attend their **regular Period 1 class** or report to the designated **“No Exam” location**.

Arriving Prepared

- Students must arrive at the exam room **5 minutes before the scheduled start time** with all required materials.
- **Students with Accommodations:** Any student with a Record of Accommodations (ROA) will attend the accommodations room for exams as per their IEP/ROA plan.
- Ensure washroom needs are addressed before the exam starts, as students may not leave until after the **1-hour and 15-minute minimum stay**.

Prohibited Items in the Exam Room

- **Personal Electronic Devices (PEDs)** must be checked into classroom hotels (as per school policy).
- Students cannot bring unrequired materials such as textbooks, course notes, or loose papers into the exam room.
- **Food and Drinks:** Only water bottles are permitted. No food or other beverages are allowed.

Quiet and Respectful Environment

- Students must remain silent and avoid verbal or non-verbal communication during the exam.
- Distractions or disturbances to other students are strictly prohibited.

Completion and Early Finishers

- If a student finishes early, they may occupy themselves quietly with **authorized materials**, such as:
 - A novel
 - Crossword or Sudoku puzzles
 - Sketch pad
 - Other approved activities
- These materials must remain with the teacher until the exam is completed and submitted.

Missed Exams

- Students who miss an exam must provide approved medical documentation to be eligible for a rewrite.
- Exam rewrites must be completed during the Mid-Course Exam Week.
- Students who miss an exam without a formally excused absence will not be permitted to write the exam.

Exiting the Exam Room

- Students may not leave the exam room with any materials, including **scrap paper**.

Exam Timing

Mid-Course Exams/Assessments

- **Duration:** Exams are **1 hour** in length, with an additional **15 minutes of extra time**.

End-of-Course Exams/Assessments



- **Duration:** Exams are **1 hour** in length.
 - **Mid-Course Reassessments:**
 - Students opting to reassess the first half of a course may write a Mid-Course re-exam during the second hour of the End-of-Course exam period.
 - Registration for the Mid-Course reassessment must be completed in advance with an in-class teacher or on the CDLI site. Additional details will be provided later.
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Additional Exam-Taking Guidelines

- **Double-Check Materials:** Ensure you have pens, pencils, erasers, a calculator (if allowed), and any other permitted tools before entering the exam room.
- **Read Instructions Carefully:** Spend the first few minutes reading all exam instructions to avoid mistakes.
- **Time Management:**
 - Allocate time wisely—pace yourself to complete all questions.
 - Leave a few minutes at the end to review answers.
- **Stay Focused:**
 - Block out distractions. Concentrate on your own work, not what others are doing.
 - Take deep breaths to manage stress if needed.
- **Ask Questions:** If permitted and you're unsure about a question or instruction, quietly ask the invigilator for clarification.
- **Health and Well-Being:**
 - Get adequate rest the night before.
 - Eat a healthy breakfast or snack beforehand to fuel concentration and energy.
- **Test Strategies and Stress Management Resource for Students**
 - [CLICK HERE for Voiceover Version](#)
 - [CLICK HERE for No Voiceover Version](#)