



JANUARY 2024 EXAMINATION INFORMATION BOOKLET

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IMPORTANT DETAILS:

1. The first day of exams will be held on the last day of regular semester one classes on Tuesday, January 23rd during period 1. There will be an adjusted schedule for the day to allow for extra time for exams in period 1 for the exam followed by periods 2 through 4.
2. There will be no mid-day routes on January 24th to January 26th. Buses will run as per regular schedule, departing at 2:20 p.m. each day. All students who have completed their exams will remain in the Library, Cafeteria or Great Hall only.
3. Please adhere to exam timelines.
4. Teachers will be responsible for copying their own exams.
5. Each Exam must have the included cover pages that are present in this package.
6. All exams must be submitted to Program Chairs by Wednesday January 10th. All exams need to be submitted to Administration by Friday, January 12th. All copied exams need to be handed into the Main Office by Thursday January 18th, 2024.



LAKESHORE CATHOLIC HIGH SCHOOL

EXAMINATION SCHEDULE



January 23th to January 26th 2024

	GRADE 9 (8:15am-9:45am)	GRADE 10 (8:15am-9:45am)	GRADE 11 (8:15am-10:15am)	GRADE 12 (8:15am-10:15am)
Tuesday January 23rd P1 EXAM 8:10 AM	CGC1DAg (Mr. Spagnuolo) CGC1Db (Mr. Tessier) ENL1Wb (Ms. Root) MTH1Wb (Mr. DeChellis) HRE1Oa (Mr. Salter)	CHC2Da (Mr. Santone) CHC2Pa (Ms. Vella) HRE2Ob (Mrs. Benko) HRE2Od (Mr. Huh)	FSF3Ua (Mrs. DeChellis) MCF3Ma (Mrs. Johnson) MCR3Uc (Mr. Pinelli) HRF3Ob (Ms. Aliberti) BDI3Cb (Mr. Benko) SBI3Ua (Mrs. Girardo)	FSF4Ua (Mrs. DeChellis) HHS4Ub (Mr. Benoit) SCH4Ua (Mrs. Koabel) SPH4Ca (Mr. Pascuzzi)
Wednesday January 24th P2 EXAM 8:10 AM	ENL1Wa (Ms. Dutta) ENL1We (Ms. Lewis) MTH1Wg (Mr. Pinelli) SNC1Wf (Mrs. Honsberger) SNC1Wa (Mrs. Koabel) SNC1WAg (Mrs. Piazza)	MPM2Da (Mrs. Johnson) SNC2Dc (Mrs. Argenta) SNC2De (Mrs. Girardo)	CLU3Ma (Mr. Seca) AVI3Ma (Mrs. Fanfara) NBE3Ua (Mrs. Root) HRF3Oc (Ms. Aliberti) SPH3Uc (Mr. Pascuzzi)	CHY4Ua (Mr. Santone) CHY4Ca (Mr. Santone) ENG4Cb (Mr. Guay) ENG4Uc (Mrs. Kimber) MHF4Ub (Mr. Tonet)
Thursday January 25th P3 EXAM 8:10 AM	MTH1Wc (Mrs. CuvIELlo) SNC1Wc (Mrs. Honsberger)	ENG2Db (Mrs. Kimber) HRE2Og (Mrs. Benko) SNC2Pa (Mrs. Piazza)	BAF3Ma (Mr. Benko) HRF3Oa (Mr. Benoit) SCH3Ua (Mrs. Koabel) NBE3Ca (Ms. Lewis)	MDM4Ub (Mr. DeChellis) HRE4Oa (Mr. Sim) SPH4Ua (Mr. Pascuzzi)
Friday January 26th P4 EXAM 8:10 AM	CGC1Dg (Mr. Marra) HRE1Oc (Mr. Huh) HRE1Od (Mr. Sim)	ENG2Dd (Mrs. Kimber) FSF2Da (Mrs. DeChellis) MFM2Pb (Mr. Pinelli) HRE2Of (Mr. Benoit) SNC2Dd (Mrs. Piazza)	MBF3Cb (Mr. DeChellis) MCR3Ua (Mr. Tonet) MCR3Ud (Mrs. Johnson) SBI3Cb (Mrs. Girardo)	ENG4Ua (Ms. Lewis) HZTHURa (Mr. Santone)
Monday January 29th and Tuesday January 30	EXAM CONFLICT DAYS			



LAKESHORE CATHOLIC HIGH SCHOOL

STUDENT EXAMINATION INFORMATION

JANUARY 2024



ATTENDANCE, LATES, MISSED EXAMINATIONS, TRANSPORTATION

- All examinations will be written in the classrooms.
- Students will report to school for scheduled examinations only. Attendance will be taken in the examination room where the exam is being written. Students are solely responsible for knowing the date, time and room for each examination.
- Students who are late to their exam are to report to Mr. Markovich or Mrs. Williams.
- Missing an exam without a medical certificate will result in a zero on the exam. Permission to make alternate arrangements to write an exam **is only granted by Mr. Markovich**. These same expectations are also in place for **“in-class exams.”**
- Students not scheduled for an exam should stay at home. Students not writing an exam must be in the **Library, Cafeteria or Great Hall only**.
- There will be no cafeteria service during the examination period.
- Buses will depart from Lakeshore Catholic at 2:20 p.m.

PROCEDURES

- Students will report to their examination room, prepared to write the exam at 8:10 a.m.
- Exam review day will be held on **Friday, February 2nd, 2024**.
- Phones and i-watches are not allowed at student desks. They should be placed at the front of the classroom before the exam starts.
- Uniforms need not be worn during the examination period. Appropriate out of uniform attire is required. Hats are not to be worn at any time in the building. Students are expected to be prepared for each examination with the appropriate materials as approved by subject teachers.
- **Textbooks will be collected as specified by your subject teacher.**
- Students must remain in the examination room for a minimum of 1 hour from the beginning of the exam.
- Students are not permitted in the hallways while exams are in session. Students must proceed to the Library, Cafeteria or Great Hall upon completion of their exam.
- Food or beverages are not permitted in the examination room.

EMERGENCIES/INCLEMENT WEATHER POLICY

- In the event that buses are not running and/or schools are closed, all examinations will be pushed back by one day. For example, the examinations scheduled for Monday will be written on Tuesday and all the other days will be pushed back by one day.
- Please listen to CJRN 710 AM, 610 CKTB, 1220 CHSC or SPIRIT 91.7 FM for school and bus information in the event of an emergency. **PLEASE CHECK OUR SCHOOL AND BOARD WEBSITE www.niagaracatholic.ca FOR ALL EMERGENCY INFORMATION.**

CHEATING/CODE OF CONDUCT

- Any student who is involved in cheating will receive a mark of zero.
- Any student who is involved in an incident, which violates the code of conduct, will be removed from the examination room and must report to the Vice Principal's office.

EXAM REVIEW DAY AND TURNAROUND DAY IS
Friday, February 2nd, 2024!



Lakeshore Catholic High School

To: All Staff
From: Administration
Date:
Re: Final Exam Information, Timelines and Mark Analysis Sheet

APPROVAL/AUTHORIZATION SHEET

The approval sheet for your exams is included in this package. Please submit your exams along with this authorization sheet to your Program Chair for approval by Wednesday, January 10th, 2024.

COVER SHEET

The cover sheet for each of your exams is included in this package. Please use this cover sheet when submitting your exams to your Program Chairs.

EXAM VIEWING – TURNAROUND DAY – FRIDAY, FEBRUARY 2nd, 2024.

An alternate schedule is forthcoming.

MISSING TEXTS/MATERIALS

If you have any students with outstanding items, please complete the Outstanding Items Form which is available from Chanelle.

SUMMARY OF TIMELINES	
Wednesday. January 10 th	<ul style="list-style-type: none">All draft exams need to be submitted to Program Chairs for approval.
Friday, January 12 th	<ul style="list-style-type: none">All Program Chairs need to submit approved exams to Administration. John – English/Languages, Religion, Social Science/Arts Deanna – Science, Math, BusinessTextbook verification ... Please ensure all students have their assigned book(s). Start communication process for textbook collection.
Wednesday, January 17 th	<ul style="list-style-type: none">Updated marks in Parent Portal / discussions with students
Thursday, January 18 th	<ul style="list-style-type: none">ALL Exams photocopied and returned to the Main office to be filed until Exam day. + 1 additional exam copy for the office.
Monday, January 29 th	<ul style="list-style-type: none">All outstanding textbook letters to be provided to Chanelle Soltesz by 2:30 p.m.Teachers should make every effort to collect textbooks prior to giving the letters to the office. Call home as soon as you are aware of the potential that an item will not be returned following the exam.
Wednesday, January 31 st	<ul style="list-style-type: none">Teachers are to update the Exam/Final Mark Analysis in the Shared Google Drive. Program Chairs are to verify that all departmental marks are present by 9am.Teachers are to provide Final Markbook reports to Program Chairs by 9am.Promotion Meeting @ 10am - Principal’s Conference Room
Thursday, February 1 st	<ul style="list-style-type: none">Program Chairs to verify their department Mark Analysis Sheet is complete.For each class: a Final Markbook report, Comments and Learning Skills to be stapled together and given to Chanelle Soltesz by 8:00a.m.

FINAL EXAMINATION GUIDELINES (For Teachers)

A. PRIOR TO EXAMS

- All exam drafts (to be authorized by Program Chairs) submitted to Program Chairs by **Wednesday, January 10th, 2024.**
- Photocopied exams (+ 1 copy) submitted to Chanelle Soltesz (after being approved by Program Chairs & Administration) by **Thursday, January 18th, 2024.**
- Approved Photocopied Exams will be filed at the main office.
- Each teacher is responsible for keeping a copy of his/her exam on file. Please keep these locked away in a safe place.
- Program Chairs are responsible for keeping a copy of every exam offered by their department.
- Teachers are asked to make a phone call to parents of students that are failing their course **prior** to examinations. This phone call should be made in addition to the updated Markbook report on the Parent Portal on **Wednesday, January 17th, 2024.**

B. DURING EXAMS

- All teachers supervising an exam must report to the designated room **15 minutes prior** to the beginning of the exam.
- Students are expected to be in the designated area no later than 5 minutes before the exam is scheduled to begin. Supervising teachers must be at the doors directing students accordingly.
- No hats, no coats, no bags, no books, no electronic devices, etc. are allowed in the examination room. Students must leave these items in their lockers. (Please announce before every exam).
- Books are to be collected **before or after** the scheduled exam. Please discuss the book return procedure with your program chair. Teachers must establish a book return time and place and inform students prior to exams. ***PLEASE DO NOT INSTRUCT STUDENTS TO HAND IN LATE ASSIGNMENTS, TEXT BOOKS OR PROJECTS TO THE OFFICE.***
- After the prayer, the teacher will give any pertinent instructions e.g. Students are not to open the exam booklet until the teacher announces it.
- Teachers are asked to be diligent at all times and circulate regularly. Students need quiet time to have the best possible opportunity for success. **It is expected that teachers are actively supervising the writing of examinations.**
- The teacher will announce when students can leave. All students must stay in the exam room for at least 1 hour.
- Attendance must be taken within the first 10 minutes. Teachers are asked to contact the Attendance Office if any student is absent from their exam.
- Completed exams written in resource can be picked up in the Main Office.

Please continue to call the ATE system to report a teacher absence. Do **not** request a supply teacher.

C. AFTER EXAMS - Mark Analysis

- All teachers are to update the SHARED Analysis Sheet in the Shared Google Drive with final marks.
- You will find each course listed already. Each department has a separate tab.
- **Mark Analysis Sheet must be complete by Wednesday, January 31st, 2024.**
- Please complete a Failure Form listing the student's name, mark, and recommendation and verify that a parent has been contacted for **each** student who has failed the course. Our **Success Teacher** will follow up with this form prior to exams.

	<div>Lakeshore Catholic High School</div> <div>Final Examination Authorization Form</div> <div>January 2024</div>	 <div>NIAGARA CATHOLIC DISTRICT SCHOOL BOARD</div>
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Subject	Course Code/Section	Teacher of Section

Number of Students	Office Copy	Total Copies
	1 Exam	

Exam Date							
Day One		Day Two		Day Three		Day Four	
Tuesday, Jan 23, 2024		Wednesday, Jan 24, 2024		Thursday, Jan 25, 2024		Friday, Jan 26, 2024	
Select (X)		Select (X)		Select (X)		Select (X)	

Duration			
1 ½ hours		2 hours	
	Select (X)		Select (X)

Category/Strand and Mark Breakdown		
Strands or KICA	Percentage on Exam	Overall Course Breakdown
		Course Work = <u>70</u> %
		ISU/RPT = <u> </u> %
		Exam = <u> </u> %
		Final Mark = <u>100</u> %

	Mark and Time Breakdown		
The Program Chair has approved this final examination. Program chairs are to return this signed form to the main office with the exam copies by Thursday, January 18 th , 2024.		Marks	Suggested Time
	Part A		minutes
	Part B		minutes
	Part C		minutes
	Part D		minutes
	Total		minutes

Program Chair: _____

Coordinating Teacher: _____

Administration Approval: _____



Lakeshore Catholic High School

Final Examination - January 2024

Subject	Course	Teacher	Date of Exam

Total Marks	Time	Number of Pages

Student's Name (Please Print)

Mark Allocation and Time Breakdown		
Question Type	Marks	Suggested Time

Materials Required			

NOTES:

- There are no cell phones or electronic devices to be used or visible during the examination.
- Copying or the use of unauthorized aids in the writing of this examination may result in a mark of zero.
- You are responsible for ensuring that your copy of the examination is complete. Bring any discrepancies to the immediate attention of the examination supervisor.
- Your marked examination will be available for you to review on the examination review day.