



Howard S. Billings Regional High School

June 2019 Exam Procedures

Instructions for Students

Arriving at the exam

1. Students must have a valid school ID. Replacement IDs can be purchased from the office for \$3 before noon on Friday, May 31st. After that, students must purchase a temporary ID valid for that day only for \$1, from the office.
2. Students must be in full uniform to write exams. Students not in uniform must come to the office to trade-up for the item they are missing. Only then will they be allowed to write their exam.
3. Hats, school bags, handbags, textbooks, smart watches, cellphones or **ear buds** are not permitted in the exam room, and should be left in lockers. If students come in with an unauthorized item, they must place it at the front of the room.
4. Students are not permitted electronic devices in the exam room, with the exception of authorized calculators when required. **If a student is found to have an unauthorized electronic device (on or off) in their possession, the student will receive a mark of zero.** The invigilator will confiscate the device and retrieve the exam. The student will be excused from the exam room and escorted to the office to meet with administration.

During the exam

1. It is forbidden for students to communicate with each other verbally, electronically, by writing or by sign. Any incident of the sort can be deemed plagiarism, resulting in a mark of zero.
2. No consultation is allowed during the exam. If a student has a question, they must raise their hand.
3. A student may not leave the classroom unless there is an emergency. In that case, the student will be escorted.

At the end of the exam

1. Students must remain in the examination room for at least $\frac{2}{3}$ of the time allotted to the exam. Invigilators will let students know when they may leave.
2. Students may pick up items left at the front of the room and must unlock their cellphone in front of the invigilator (to confirm ownership).
3. Students must not disturb as they walk in the halls.
4. Post-exam options: cafeteria – to eat and chat; student lounge – to study and auditorium – for videos and entertainment.