

EXAM POLICY

C.P. Allen High School believes that writing exams:

- Is valuable as an on-going assessment tool
- Prepares students for post-secondary and life experiences
- Encourages and promotes mastery of material beyond a one-time assessment providing opportunities for maturation, connection, synthesis and reflection
- Provides opportunities for students to build comfort level and self-confidence
- Provides a structure for students to further develop skills in organization, time management and self-discipline

Given that exam dates are published well in advance, it is expected that family vacations, or other non- medical absences, will be scheduled around this important assessment time. Absence for any reason other than a documented medical excuse will not be considered an acceptable reason for not writing an exam. Exams will not be proctored at an alternate location.

There may be instances when the school is closed during the scheduled exam day due to inclement weather, a power failure or other unforeseen circumstance. **Exams will be moved forward a day when a situation like this happens.** It is important to understand that the student must be present to write the exam on the rescheduled date. Please take this into account when planning and scheduling family vacations.

Where a student misses an examination without an acceptable excuse as defined above, a mark of zero will be given.

Make-up exams may be written at a scheduled time approved by the administration for students who have a documented medical excuse.

The school administration will be responsible for ensuring consistent implementation of this policy. All arrangements are to be referred to school administration; no arrangements will be made between teachers and students.

IB students write their exams during a three week period in the month of May. During the exam periods of January and June, when the remainder of the school are writing exams, regular attendance is required by IB students. English and French orals, along with the Group 4 project are scheduled for this time.