

ST. THOMAS MORE CATHOLIC SECONDARY SCHOOL

**STUDENT INFORMATION FOR END OF SEMESTER 1, JANUARY 2023 AND FIRST DAY OF SEMESTER 2
FEBRUARY 3, 2023**

The following information is brought to your attention to help you bring Semester 1 to a successful conclusion and provide you with valuable information for the first day of Semester 2. Please read this material carefully and keep it readily available. It will be your responsibility to comply with each item as it may apply to you.

1. End of Semester 1

The last day of regular classes is Wednesday, January 25th, 2023. We will be on a special bell schedule with a 12-noon dismissal. During the final week of classes many students will be writing “in class” final tests to complete course requirements, as well as preparing for final examinations. All interruptions will be kept to a minimum to allow the maximum preparation time.

**2. Examination Day Procedures for Semester 1 Examination Week Thursday, January 26, 2023-
Thursday, February 2, 2023**

	Jan 26, 2023	Jan 27, 2023	Jan 30, 2023	Jan 31, 2023	Feb 1, 2023
EXAM TIMES	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5
	COURSE EXAMS	COURSE EXAMS	COURSE EXAMS	COURSE EXAMS	COURSE EXAMS
All exams begin at 8:15am. Students may ONLY be dismissed 30 minutes prior to the end of their scheduled exam times.	In scheduled Period 1 class	In scheduled Period 2 class	In scheduled Period 3 class	In scheduled Period 4 class	In scheduled Period 5 class
After exam completion	Home to study	Home to study	Home to study	Home to study	Home

- Attendance is mandatory. Only a **medical certificate** may exempt student. Otherwise, a mark of **zero (0)** will be assigned. All students must sit for the first full hour of the examination.
- **Morning** examinations begin at 8:15 am.

- If you have a spare/lunch during period 1,2,3,4,5 please do not come to school on the scheduled exam date for that period.
- If you are here for extra help on a non-exam day, you must be in full uniform.
- Buses run at regular times during exams
- *In the event of school closure or cancellation of transportation, the schedule will be delayed by one day, (e.g., Wednesday exams scheduled for that day will be moved to Thursday and so forth to complete the examination cycle.*
- *If an emergency occurs at school, such as a power failure, a determination will be made on the day of the exam to proceed or not. Should the exam not be able to continue the schedule will be delayed by one day, (e.g., Wednesday exams scheduled for that day will be moved to Thursday and so forth to complete the examination cycle.*

Late Arrivals:

Up to 45 minutes late: Students may enter the examination area “LATE”. Extra time will not be provided.

Between 45 and 60 minutes late: Students will be asked to report directly to the Vice-Principals

After the first hour: the student’s opportunity to write will be lost after the first hour has expired.

Be prepared with your own materials. You may not borrow materials from other students during the examination. Bring no unnecessary items into the exam area.

ACADEMIC DISHONESTY – CHEATING IS A SERIOUS OFFENCE. IT WILL RESULT IN A ZERO (0) BEING ASSIGNED FOR THE EXAMINATION AND POSSIBLE LOSS OF CREDIT. Electronic devices (Cell phone, I-Pods’ PDA’s etc.), other than a calculator, are **NOT** permitted in exam rooms. Calculators should be re-set to ensure that no other data is stored on them. Other materials should be checked for semester notes. Books should be fanned and geometry sets, etc. checked to ensure that they do not contain notes or course information from the semester.

3. Dress Code for Examination Days. ALL STUDENTS MUST BE IN UNIFORM DRESS CODE.

4. Returning Textbooks & Other S. T. M. Equipment

All non-examination materials should be returned by Wednesday, January 25th, 2023, during regular classes. All materials required for examinations will be collected the day of your exam. You will receive additional information from your teachers. Please follow their instructions carefully. It is especially important that all outstanding accounts be cleared before Report Cards, Transfer Cards, or Final Marks are forwarded.

5. Exam Completion

When you leave the examination area, you are asked to move quickly and quietly from the teaching areas. **DO NOT roam the hallways** or make unnecessary noise while others are still writing their examinations.

6. EXAM VIEWING DAY, FIRST DAY OF SEMESTER 2: TIMETABLE FOR FRIDAY, FEBRUARY 3RD , 2023

Semester 2 class will take place in the A.M.

Semester 1 class will take place in the P.M.

Please note that the expectation is that students will remain for the entire period.

Full uniform day.

Bell schedule

Semester 2 Timetable – First day of Class (3 min travel)	Semester 1 Exam Viewing Timetable (4 min travel)
Warning Bell 8:05 A.M.	Period 1: 12:17 - 12:42
Opening Prayers/Announcements 8:10 –8:15	Period 2: 12:46 - 1:11
Period 1: 8:15-9:00	Period 3: 1:15 – 1:40
Period 2: 9:03-9:48	Period 4: 1:44 – 2:09
Period 3: 9:51-10:36	Period 5: 2:13 – 2:38
Period 4: 10:39-11:24	
Period 5: 11:27-12:12	