

STAYNER COLLEGIATE INSTITUTE
Student Final Evaluation Information
Semester 1, January 2018



Evaluation Schedule

Thursday, January 25 Period 1 (8:15am)	Friday, January 26 Period 2 (8:15am)	Monday, January 29 Period 3 (8:15am)	Tuesday, January 30 Period 4 (8:15am)
Course:	Course:	Course:	Course:
Room:	Room:	Room:	Room:

Student Responsibility

It is necessary for all students to check their evaluation dates, times and rooms for all courses. **You are responsible for knowing when and where each evaluation is to be written** and for arriving on time to the evaluation room. If you are not sure, check with your teacher or the office.

Late for Evaluation Policy

Plan to be at your scheduled evaluation room 5 minutes prior to the start of the evaluation. Students arriving more than 15 minutes after the start of an evaluation will have to report to the Office and write their evaluation in an alternate location. They will only have the remaining time left to complete the exam.

Missed Evaluation Policy

Students must attend all evaluations. The only acceptable reasons to be absent include:

- Illness - medical certificate required
- Bereavement of immediate family - parents/guardians are to contact Vice Principal
- Other - prior approval is required by Vice Principal

A mark of zero will be recorded for all other students who miss an exam.

Final Evaluation Day Guidelines

Outdoor clothing, bags, paper, cell phones, books and other materials not required for the completion of the evaluation are to be left at the front of the evaluation room or in your locker. Upon leaving your evaluation, go directly to the lobby or cafeteria **ONLY**. To minimize the disturbance to those students writing evaluations, no loitering in the halls or at lockers is permitted.

Bus Cancellations/Inclement Weather

Should we have one inclement weather day; the entire evaluation schedule will shift forward.

In the event of two inclement weather days, Thursday, February 1, 2018 becomes an Evaluation Day, Period 4 evaluations will be held in the morning.

There will be no cafeteria service during exams. The cafeteria and library will be open for studying.