

St. Mary Catholic Secondary School

Exam Schedule – June 2019

Time	Wed., June 19	Thursday, June 20	Friday, June 21	Monday, June 24	Tuesday, June 25
9:00 – 11:30	Period 1 Exam	Period 2 Exam	Period 3 Exam	Period 4 Exam	Exam Conflict Day
11:45 (Buses Depart)	Dismissal for the Day	Dismissal for the Day	Dismissal for the Day	Dismissal for the day	No Buses

- Bus Departure Time for Exams **will be at 11:45 am.**
- **Test Moratorium Begins: Wednesday, June 12, 2019**

EXAMINATION PROCEDURES INSTRUCTIONS FOR STUDENTS

1. **ALL STUDENTS MUST BE IN FULL UNIFORM TO BE ADMITTED TO THE EXAM ROOM.**
2. **ALL EXAMS WILL BEGIN WITH A PRAYER.**

Before the exam:

1. Students should arrive by 8:45am, and must be seated in their exam room by 9:00am.
2. All exams this semester will be written in individual classrooms. You **must** be on time for your exam. Do not have a cell phone or other electronic device on your person.
3. If you arrive late for an exam, you will not be given extra time to write the exam.
4. Be sure to go to the washroom before the exam. Once the exam begins, it will be inconvenient to leave the examination room - emergencies only, please.

During the exam:

1. Read the questions carefully, noting any special directions about choices, etc.
2. Put your name and that of your teacher on each sheet of paper. Write only on one side. Number your pages for easy identification.
3. Remember!!! **This is not a test or a quiz...it is a final examination based on all or a large part of the semester's work. Any talking in class or any action (including having a phone or other electronic device on your person) which may be perceived by the teachers as cheating may result in your paper being taken away and you receiving a mark of "0".**
4. When completed, stay seated, raise your hand, and the teacher will pick up your paper.
5. You will not be dismissed from the examination room until 11:30 a.m. There is no advantage to rushing through your exam and finishing early.

Exam absenteeism:

1. If you miss the exam due to illness you must contact the office immediately. You will be assigned a "0" until a doctor's note is presented.

And, FINALLY.....

1. Final exam papers are the property of the school (evidence of a student's performance and will be held by the school for one year.

GOOD LUCK!!! STUDY HARD!!!!



Test Anxiety Tip Sheet for Students

Tips for Reducing Test Anxiety

Expect some anxiety. Stress is your body's warning mechanism - it's a signal that helps you prepare for something important that's about to happen - so use it to your advantage. Instead of reacting to the stress by dreading, complaining or fretting about the test with friends, take an active approach. Let stress remind you to study well in advance of a test.

Look after your physical health. Get a good sleep and eat a healthy breakfast the morning before the test.

Be prepared. Good study skills are important. Use **active** learning strategies; for example, ask yourself good questions that make you think about the information, create mind maps or other graphic organizers to summarize a unit, discuss the material with someone else. If you need help with study skills, don't wait until the day before the test to ask a classroom teacher, Program Support teacher or Guidance Counsellor for help.

Don't cram. Don't try to learn everything in one night. Study in pieces and try to review a little bit every day. "Drawing a blank" is common when students have crammed.

Pay attention to your thoughts. Watch out for any negative messages you might be sending yourself about the test, which can contribute to your stress. If you find yourself thinking negative thoughts, such as, "I'm never good at taking tests," replace them with positive messages that are practical and true, such as, "I've studied hard and I know the material, so I'm ready to do the best I can." Visualize yourself sitting in the classroom, doing well on the test.

Practice relaxation techniques. Use square breathing - breathe in for four seconds, hold for four seconds, breathe out for four seconds, hold for four seconds...repeat as many times as needed - as a technique to relax before and during a test. Slowing your breathing will increase your oxygen and help you regain focus. Practicing breathing exercises regularly (when you're not stressed) helps your body see these exercises as a signal to relax.

Be test-wise. Read the questions carefully. Read over the test and plan your approach; for example, you may want to answer the easy questions first, to build confidence and momentum. Don't be afraid to ask questions if you don't understand instructions or expectations. Be aware of point values for each section and plan your time accordingly. For additional study tips, visit: www.how-to-study.com

Don't give a test or exam more power than it deserves. A test measures how accurately you can answer certain questions on a given day. It does NOT measure how smart you are, or your worth as a person.

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Sources: <https://www.anxietybc.com/test-anxiety.php>
<http://kidshealth.org/en/teens/test-anxiety.html>

