



Marymount Academy International

Mid-Term Examination Rules and Procedures

January 26-30, 2015



1. All exams are held in classrooms.
2. Students are required to be at school **no later than 8:40 am** for morning exams and **no later than 12:40 pm** for afternoon exams.
3. All morning exams begin promptly at **9:00 am** and afternoon exams begin promptly at **1:00 pm**. Any student who arrives **more than 30 minutes after the start time of any exam, will be refused entry into the exam room and will be required to meet with the administration.** No exam will be extended for late students. **Time late is time lost.**
4. Students must stay in the exam room for **at least one half of the total allotted exam time**. No student will be permitted to leave before this time.
5. Any student who misses an exam without a valid excuse will receive a grade of **zero (0)** for the exam. If a student is sick, he/she must present an **official medical note** signed by a licensed physician indicating the date, time, and medical reason. Students who miss an exam due to vacation plans will receive a grade of **zero (0)** for the exam.
6. All students must be in **full school uniform**, worn properly at all times during the exam period. Failure to comply with any portion of this rule will result in a student being refused entry into, or removed from, the exam room. Students may be sent home to change and will not be allowed to make up for the lost time.
7. Students are expected to check exam schedule carefully and to consult with their teacher if necessary. Misreading the exam schedule is **not a valid reason** for missing or for being late for an exam.
8. Any student cheating or communicating with another student during an exam will be given an automatic zero (0) mark for that examination.
9. Nothing may be brought into the exam room other than the required materials for the exam being written that day. The **sharing of materials is not permitted** during an exam.
10. All students must neatly print their names and sign official attendance sheet at the beginning of the exam.
11. Students **may not** store any material under their desks.
12. Upon completing the exam, students must raise their hand and wait to have their exam collected by the invigilator. Students are to leave the exam room quietly so as to not disturb other students. Students must **not** congregate in front of the exam room or loiter in the hallways. Students **must leave the building and school grounds immediately** after their last exam of the day in a quiet and orderly manner.
13. There is no Cafeteria services during exam week. Please note: Cafeteria and library are closed during the exam period.
14. **No books, bags, jackets, pagers, cell phones, iPods, or other electronic devices are not permitted** in the exam room. Please store these items in your locker.