

SINCLAIR SECONDARY SCHOOL – JUNE 2026 ~ SEMESTER 2



FINAL EXAM POLICIES & PROCEDURES

In preparation for Final Exams this semester **all students must read and understand the following Final Exam policies and procedures:**

1. **Final Exams** will run from **June 15 – June 22**. The detailed exam schedule with rooms and courses will be available on the school website and on Students' Grade Level Google Classrooms starting June 1st. See schedule below for dates.

Monday, June 15	Tuesday, June 16	Wednesday, June 17	Thursday, June 18	Friday, June 19	Monday, June 22	Tuesday, June 23
Grade 12 Exams Only	Grade 12 Exams Only	Grade 9 – 12 EXAMS	Grade 9 – 11 EXAMS	Grade 9 – 11 EXAMS	Grade 9 – 11 EXAMS	
Period TWO Exams	Period ONE Exams	Period FOUR Exams	Period THREE Exams	Period TWO Exams	Period ONE Exams	Credit Completion & Exam Review Day
AM 9:30-11:30	AM 9:30-11:30	AM 9:30 – 11:30 / 9:30 – 11:00	AM 9:30 – 11:30 / 9:30 – 11:00	AM 9:30 – 11:30 / 9:30 – 11:00	AM 9:30 – 11:30 / 9:30 – 11:00	
Week 2 Schedule	Week 1 schedule AM ONLY					

2. On June 15 & 16, exams will start at 9:30 am and run for 2.0 hours. From June 17 to June 22, all exams begin at 9:30 am and run for 1.5 or 2.0 hours. Students are responsible for arriving on time with adequate writing supplies and charged Chromebook, if required for exam.
3. **Students arriving late for any final summative must report to the office before going to the final exam.** Students arriving late will be given the remaining time to write their final exam.
4. **Final Exam Attendance** – Final Exams are clearly marked on the school calendar. Students are expected to write their Final Exams during these time periods. If a student is absent for a Final Exam, they must prove that the absence was unavoidable. If necessary, the school will arrange alternate final summatives for illness or other extenuating circumstances. In the case where the absence is deemed to be invalid, the final summative mark shall be zero and incomplete. The report mark shall reflect its impact and the credit jeopardized.
5. **School buses will run on a regular schedule.**
6. If buses are cancelled for any reason, exams scheduled for that day will be rescheduled. Should this occur, detailed communication will follow by School Messenger and via Instagram.
7. At the conclusion of their Final Exams **students are to leave school property.** The only exception to this rule is for students who normally take a school bus. These students must either remain in a supervised area or leave the school property. **Students are not to be in the halls while Final Exams are in session.**
8. From **June 17– June 22**, students are **only** to be on school property **when** they have a scheduled final summative.

9. The Library will not be open during the Final Exam period.
10. Students are expected to have their lockers empty by June 11. Items remaining in lockers after the exam period will be disposed of by our custodial team. There are no visits to lockers during the exam period.
11. Students may not bring unauthorized items to their seat in the final exam room; this refers to any books, backpacks, purses, papers, electronic devices (including phones, smart watches, etc.) or other aids unless the use of such material/equipment is authorized by the teacher on the final exam paper. If such materials are brought to a final summative room, students will be required to leave them at the front of the room. **Using/possessing unauthorized material or electronic devices (smart phones, wearables, Air pods, etc.) during a final exam may be perceived as cheating.**
12. Students may not borrow items (pencil, eraser, calculator, etc.) from another student during the exam. Students are expected to bring their own resources.
13. Students shall not communicate with one another in any manner whatsoever during the final summative. **Communicating with another student during a final exam may be perceived as cheating.**
14. Students are to sit where directed by the teacher.
15. If a student is suspected of cheating or assisting someone else to cheat, at the **end of the final exam** the student and their final summative papers will be brought to the office. A mark of zero or other school consequences may be assigned by an administrator.
16. Students may **not** leave the final exam room unescorted for any reason, and this includes using the washroom.
17. Students writing 1.5-hour final exams must remain in the final exam room for the full time of the final exam. Students writing a 2-hour final exam may only leave after 1.5 hours or stay the duration of the final exam.
18. Tuesday, June 23 is **Final Exam Review** for all grades and **Credit Completion Day**. See Schedule below. Credit completion is offered at the professional judgement and discretion of the classroom teacher.

Tuesday, June 23rd Schedule

TIME	CREDIT COMPLETION
9:30 am-12:10 pm and 12:55pm-3:30pm	Credit Completion Activities if needed IN PERSON/VIRTUAL <i>(In person/virtual format will be discussed between student and teacher)</i>
TIME	
1:00-1:20pm	Period 1
1:20-1:25pm	<i>Travel Time</i>
1:25-1:45pm	Period 2
1:45-1:50pm	<i>Travel Time</i>
1:50-2:10pm	Period 3
2:10-2:15pm	<i>Travel Time</i>
2:15-2:35pm	Period 4

Good Luck on your Final Exams CELTICS!

