

Diploma Exam Q & A

What can students expect and need to know?



Students need to be aware of the following details and expectations that will need to be met for all diploma and final exams at Austin O'Brien High School.

1. Exam writing **locations will be posted** in the following locations; main office windows, all core Google Classrooms, in the library, and in each core classroom. You will also be reminded over announcements each morning to learn where you are writing each exam.
2. You will need your **student ID** for each exam.
 - please go to the business office if you lost your ID and require a replacement
3. You must provide **your own calculator** and it cannot be in a calculator case
 - Do not ask to borrow a calculator on the day of the exam
 - all calculators are to be cleared by a supervisor before and after the exams
4. **Lockers**: once exams begin, access to lockers will be monitored each day and students will be reminded to be as quiet as possible in the hallways when at their lockers.
5. You require **HB pencils**
6. Electronics and **cell phones** are not permitted in exam rooms
 - This includes Fitbits, smart phones, smart watches, earbuds, etc.; these items are not permitted
 - Exam supervisors will do a last call for electronics prior to exam starting in the event that a student has accidentally brought in a device. The device will be stored with the supervisor until the student has completed the exam and is leaving the exam room
 - Students found with devices on their person after the exam starts will be asked to leave the room (sent to the office) and their exam may be invalidated
 - Only analog watches are permitted

7. **Snacks** are permitted but must adhere to the following criteria:

- all liquids (drinks) must be in a clear bottle
- all food items must be in a clear Ziplock bag
- all food items must be removed and opened from their original packing (to reduce the noise of snacking and crinkly, noisy packing) and placed in a clear Ziplock
- snack packaging (clear Ziplock's) are to remain on the desk or with the student until the end of the exam. This is to limit the volume of classroom traffic to and from the garbage basin

8. Each exam will be **assigned seating** based on alphabetical order

- Exams will be placed on desks in alphabetical order. Find your exam and sit at the desk where the exam was placed by the supervisor
- do not move your exam to a different seat

9. **Washroom breaks** are permitted but will be supervised

- Hallway supervisors will walk students to the washroom, wait outside in the hallway, and walk the student back to the exam room
- There is to be no more than 1 student in the washroom at a time

10. **During the exam:**

- do not open your exam booklet until told to do so
- listen to all exam directions when the exam supervisor is speaking at the start of the exam
- there is to be no talking once the exam begins
- once the exam has started, take the time to independently read the exam instructions inside the booklets (first 2-3 pages) –this is your exam and it is your responsibility to be fully aware of directions
- materials cannot be shared among students (calculators, pencils, erasers, etc.) so make sure you have your own
- students cannot leave their seat without permission; raise your hand if you need to use the washroom as well as when you are done the exam and need to leave the room
- exam supervisors cannot answer questions about the exam; if you have a concern about the exam, address it with the teacher after the exam and your query will be managed through the proper channels of appeal
- once you hand in your exam and leave the room, you will not be allowed back into the exam room for any reason

11. Entering the room prior to the exam :

- make sure you have your student ID in your hand
- find your exam which has been placed in alphabetical order on desks and sit down immediately
- all food and drink must be in a clear package, all snacks are to have been removed from crinkly packaging to ensure a quiet exam room
- no backpacks, bags, or purses are allowed in the exam room. They are to remain in the locker
- no jackets, no ball caps with a brim
- no electronics of any type (except a cleared calculator that has been removed from its case for exams requiring a calculator)

12. Exiting the room after the exam :

- a supervisor will check your exam to ensure everything in the back panels has been filled in and that the correct school code as used (8402), labels, and a signature prior to student leaving the room
- all scrap material is to be left with the supervisor, not to be taken out of the room
- please leave the room as quietly as possible
- if you need to access your locker after the exam, do so as quietly as possible and without any talking

13. Arrive on time!

- it is very important that you arrive to school on time for each exam. As per Alberta Education, students are not permitted to write their Diploma Exam if they arrive to school later than 10:00 am