

June 2018

**School Policies and Procedures during Final and Regents Examinations**

**Students: No electronic devices of any type are allowed on your person in the exam room. If you brought them to school, turn them off and place them in your handbag in the front / back of the exam room as directed by proctor.**

- Upon entering the building on examination days, students will be directed to wait in the auditorium, until 8:15, at which time they will be allowed to go to their exam rooms. For afternoon examinations, students will be permitted to go to their exam rooms at 12:00.
- Students should bring to the examination rooms only what is needed for their exam, such as pens, pencils, and calculators.
- A bell will ring at 8:25; students are asked to report directly to their examination room at this time. Any student who is not present in her seat by the ringing of the 8:30 bell will be considered late to the examination and will be disciplined accordingly by the examination proctor. Once students arrive at the examination room, they must enter and be seated in silence. This is necessary to ensure that the examination begins promptly.
- No student may enter an examination room without a proctor present; this is critical to examination security. Students found in examination rooms without proctors will be disciplined accordingly.

To maintain a quiet atmosphere, students must remain in the classroom for 2 ½ hours of testing for school examinations. Students may leave Regents examinations after 2 ½ hours.

- Students are to be in complete uniform on test days. Proctors will discipline accordingly any students who are out of uniform during an examination.
- Students must be punctual on test days. Exam schedules are distributed to students well in advance of the actual dates. Students themselves have the responsibility for being present and prompt at the assigned times. Student testing information and schedules will be posted in each homeroom and on the Website.
- Students should be present in school only at the time they have scheduled tests.
- Students should have necessary materials with them: pens, pencils, calculators, etc.
- Neither breakfast nor lunch will be provided throughout the duration of the school and June Regents examination testing period. Students are advised to eat a hearty breakfast before coming to school. Any student who has both a morning and afternoon examination during the Regents examination days may bring her own lunch and eat it in the auditorium. Garbage should be disposed of properly.
- Students may use the bathroom only during emergencies. This is necessary in order to preserve the integrity of the testing environment. Please take care of your needs prior to the

examination, and please do not ask to use the bathroom unless you have a legitimate emergency.

- Examination Conflicts. Students are expected to carefully review their examination schedules to ensure that they do not have any examination conflicts. An examination conflict is when two examinations that you are required to take are scheduled on the same day at the same time. If you have an examination conflict, you must see Mrs. Duggan by Tuesday, June 5, 2018 to fill out an examination conflict form and plan to retake one of the examinations at another time. Make sure to bring a copy of your examination schedule to Mrs. Duggan's office when you meet with her. If any student fails to notice an examination conflict, she will be held accountable by receiving a zero on one of the conflicting examinations. No arrangements for re-takes will be made for students who are irresponsible about reviewing their examination schedule.
- Absence from mid-terms, final examinations and/or Regents examinations will result in a zero for the examination, unless a doctor's note for a serious condition is presented in the office. Make-up examinations must be approved by administration. There are no make-ups for a Regents examination.
- Cheating on any test, including a mid-term examination, will result in a zero on that test. New York State regulations regarding cheating and academic dishonesty state that students suspected of such behavior may be prohibited from taking any further state examinations.