

St. Patrick's High School

"WHERE LEARNING IS ENGAGING, RIGOROUS AND RELEVANT "

After-School Exam Retake Procedure

- It is the teacher's responsibility to inform the student and parents of the retake date.
- It is the teacher's responsibility to clarify exam expectations with student.
- It is the teacher's responsibility to coordinate 1/3 extra time for students with IEP's
- A maximum of 15 students for afterschool retakes.
- After school retake is scheduled for Tuesdays, from 3h15pm to 4h30pm (75 minutes).
- If a student needs an electronic device to complete an evaluation, it is the teacher's responsibility to send a copy of the examination's electronic version to the responsible teacher, Mr. Zackary De Grandpre. **No electronic device other than the one assigned will be allowed during retakes.**
- Options for Ped Day retakes remain available for students with extended leaves.
- All retakes must be placed in an envelope, with the checklist completed for each exam.
- All exam re-takes must be handed in to Mr. Mutia at the office by Monday, 15h30.
- Zero tolerance policy will be applied for plagiarism or disorganised behaviour.
- The invigilator will place completed exams in the respective teacher cubbies.