

St. Patrick's High School

"WHERE LEARNING IS ENGAGING, RIGOROUS AND RELEVANT "

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 10 students for lunch time retakes.
- A maximum of 15 students for afterschool retakes.
- Lunch time retake is scheduled from 11h35 to 12h20 (45 minutes) Monday to Thursday in room 242.
- After school retake is scheduled for Thursdays 3h20 to 4h35 (75 minutes), except last Thursday of every month.
- If a student needs a laptop or an iPad to complete an evaluation, it is the teacher's responsibility to schedule the retake on **Thursday afterschool** and send a copy of the electronic version of the evaluation to the responsible teacher. **No electronic devices 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 exams for Thursday after school retake must be handed in to Ms. Simard at the office by Tuesday 15h30.
- All exams for lunch time retakes must be handed in to Ms. Simard at the office by 15h30 the afternoon prior to the scheduled.
- Zero tolerance policy will be applied for plagiarism or disorganised behaviour.
- The invigilator will place completed exams in the respective teacher's cubbies.

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Exam Retake Checklist

• **Teacher's name:** _____

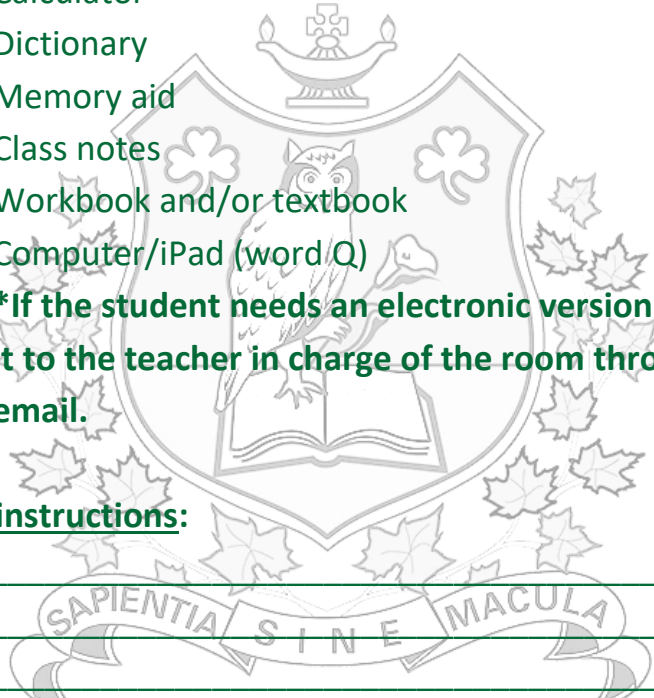
• **Time allowed:** _____

• **Material allowed**

- Calculator
- Dictionary
- Memory aid
- Class notes
- Workbook and/or textbook
- Computer/iPad (word Q)

***If the student needs an electronic version of the exam, please send it to the teacher in charge of the room through teams or by their email.**

• **Other instructions:**



***Please note that the invigilator WILL NOT answer any question from students.**

*** You may remind your students that lunch retakes take place in room 242.**

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