



Exam Procedure

Before the Exam

- Exam dates are announced at the start of the year.
- Topics are posted on Canvas two weeks before the exam.
- Use the approved exam template.
- Upload exam questions six days before the exam and answer keys two days before.

During the Exam

- The whole class takes the exam at the same time.
- The proctor is the class teacher unless otherwise specified.
- No mobile phone use is allowed.
- Attendance is taken and absences are reported.

After the Exam

- Exams are returned to students and reviewed together.
- Exams are stored securely and not copied.
- Missed exams may only be made up with a doctor's note.
- If 50% or more of the class fails, a retest is required, with the higher grade recorded.

Cheating Policy

- Middle School: Retake allowed, original score not counted.
- High School: Score of zero, no retake.

Disciplinary Actions

- 1st offense: Warning, parent contact
- 2nd: Parent meeting
- 3rd: Suspension

Note: Teachers may not record or photograph students suspected of cheating