

## **INSTRUCTIONS TO HIGH SCHOOL STUDENTS**

### **Mid Year Examination - January 2012**

**Tuesday--January 24, Wednesday--January 25, Thursday--January 26, and Friday--January 27, 2011 are Mid-Year Examination, Regents, RCT, and ACT Examination Dates.**

**Monday, January 30, 2012 is a regular school day. It is the FIRST day of the SECOND semester. Cycle days continue through the exam period for middle school classes. Monday, January 30 will be a Day 4.**

#### **THE EXAMINATION SCHEDULE**

**Copies will be posted in all classrooms, front office and bulletin boards of the school. Study the schedule and note where and when each of your exams will be held. YOU ARE RESPONSIBLE FOR BEING PRESENT AND ON TIME FOR EACH OF YOUR EXAMS. ENDING TIMES FOR EXAMINATIONS ARE NOT EXTENDED FOR STUDENTS WHO ARE LATE.**

#### **REPORTING FOR EXAMINATIONS**

**The days of the exams are as follows:**

**During test days, January 24, 25, 26 and 27 we will run three testing periods. Some examinations begin or end at different times. Those times are listed on the schedule or have been told to you by your teacher or department chair. You are expected to arrive at the examination room 10 minutes before the exam is scheduled to begin.**

|            | <u>Local Exams</u> | <u>Regents/RCT Exams</u> |
|------------|--------------------|--------------------------|
| Session A: | 8:00 – 10:00       | 8:00 – 11:00             |
| Session B: | 10:10 – 12:10      |                          |
| L U N C H  | 12:10 – 12:50      |                          |
| Session C: | 12:55 - 2:55       | 12:55 – 3:55             |

#### **BUS TRANSPORTATION**

**For the examination period, the regular A.M. and P.M. bus schedule will be in effect. In addition, buses will be available at 12:15, to transport students who do not have afternoon exams and at 12:40 to pick up students who do not have morning exams. THERE WILL NOT BE A BOCES BUS NOR A LATE BUS except for all day students, some special education students, and GED students.**

#### **CAFETERIA SERVICE**

**There will be limited cafeteria service each day of the exams. The cafeteria will be open from 9:15-12:45.**

### **LENGTH OF EXAMINATIONS**

Most non-Regents exams are two (2) hours in length. Most REGENTS EXAMS are three (3) hours in length. A practice ACT exam will be administered to all juniors on January 25. This exam will take approximately 3 ½ hours. For two hour local exams, students will be dismissed only 1 ½, 1 ¾ and 2 hours after the exam has commenced. Students cannot be dismissed from Regents examinations before 10:00 A.M. or 2:00 P.M. Students are not permitted to enter Regents examinations after 10:00 a.m. or 2:00 p.m. These hours are determined by New York State. Any premature departure from the test room will invalidate the exam.

### **CONDUCT IN THE BUILDING AND HALLS**

Leave the building when you have completed your exams. It is your obligation to other students to help keep the building quiet. When you arrive in the building prior to a test, do not walk the halls. You may use the south end of the cafeteria for quiet study or utilize the north end of the cafeteria while waiting for your exam time. You may not go to your locker during any of the testing periods (8:00-10:00, 10:10-12:10, and 12:55-2:55) – PLAN AHEAD!

### **PARKING REGULATIONS**

The regular parking rules are in effect throughout the examination period. Student parking is limited to non-numbered spaces behind the “student parking” signs.

### **TESTING MODIFICATIONS**

If you are a non-classified student and you have been informed by the school psychologist that you are entitled to test modifications, including alternate setting and extended time, please notify your teachers so they will see to it that your exam is delivered to the test modification room which is located in 301E. Make sure you are aware whether the modifications only pertain to local mid-year examinations.

### **CONFLICTS**

If you have a conflict of two or more exams scheduled at the same time, all of your exams will be given in the CONFLICT ROOM 301E unless you have been told otherwise. You must inform your teachers so that they will see to it that your exam is delivered to the Conflict Room. You should register your conflict with the Department Chairperson in charge of your particular exam. If you have not, you must do so immediately.

### **ATTENDANCE**

You are not required nor expected to be in school at any time or on any day that you do not have an examination. DO NOT “HANG OUT.”

### **LIBRARY & ESL CENTER**

The library will be opened for high school students from 7:30 a.m.-4:30 p.m. The ESL Center will be opened from 7:45-3:00. The ESL Center, the Library and South end of the cafeteria are to be used for QUIET STUDY ONLY. Students whose behavior is otherwise will be referred to the office of the Assistant Principal.

## **EMERGENCY RESCHEDULING PROCEDURES**

**Entire day:** That day's schedule (local exams only) will be rescheduled for Monday, January 30.

**Two Hour Delay:** Test periods B & C will be held as scheduled and test period A (local exams only) will be held on Friday, January 27 from 12:55-2:55.

Students who arrive by 10:00 will be admitted to morning Regents and RCT Exams which will be administered from 9:45-12:45. No students will be permitted to enter after 10:00.

## **ABSENCES**

Any student who is absent from an exam is expected to present an excuse note signed by a parent or guardian upon return to school. Excuses other than illness must be approved by an administrator. You must have an excused re-admit to make up an exam. (THERE ARE NO MAKE-UPS FOR REGENTS OR REGENTS COMPETENCY EXAMINATIONS).

## **ELECTRONIC DEVICES**

All electronic devices (such as cell phones, ipods, etc.) will be collected by the proctor prior to the start of your examination and will be returned at conclusion. However, should you forget, be reminded that you may **not** use any communications device while taking a state or local examination, either in the room where the test is being administered or while on a supervised break (such as a bathroom visit). Such devices include, but are not limited to, CD and audiocassette players, radios, cellular telephones, pagers, MP3 players, personal digital assistants, video devices, and associated headphones, headsets, microphones, or earplugs.

If your cell phone rings, you may not answer it. If your pager beeps or vibrates, you may not look at it. You must therefore turn these and other such devices **OFF before you begin any exam and secure them away from your desktop**. Your examination will be invalidated and no score will be calculated for you if you use such device or related communication technology or if you wear headphones while in the testing room.