



Bowness High School Examination Expectations

Students writing Diploma Exam should also review Alberta Education Diploma Exam Rules for Students for rules specific to Diplomas.

1. Students are responsible to check the dates, times and places of their examinations and present themselves at the correct dates, places and times.
2. Students must bring picture ID (school ID, Driver's licence, passport, etc.), pens, pencils, erasers, and as permitted: calculators, dictionary and thesaurus. The school will not provide these items. Students will not be permitted to write exams without proper identification.
3. No personal electronic devices are allowed in the exam room (even if they are turned off). Examples of personal electronic devices that are not allowed include, but are not limited to, cell phones, wearable technology, etc.
4. Students may bring bottled water in a clear container with controlled water flow.
5. Students may bring food into exams if required. However, all food items must be wrapped in clear plastic, and must be able to be consumed quietly and without preparation.
6. Students should arrive in the appropriate area 15 minutes before the examination begins. Arrive 30 minutes early for examinations requiring calculator checks.
7. Calculators, dictionaries and thesauri must be clear of notes, writing, formulas, etc. These resources may not be shared. A final check of calculators, dictionaries and thesauri will be conducted before all relevant examinations. Electronic dictionaries are not permitted. Calculators are now also cleared AFTER each Diploma exam requiring the use of calculators.
8. Students are NOT permitted to wear hats, hoodies, jackets or other bulky clothing during their exams. Backpacks, hats, coats, books or papers should be left in lockers or at the front of the examination space.
9. Students must sit in the order indicated.
10. Students must not talk to each other during examinations or share materials with another student.
11. Students are reminded to raise their hand if they have a question, if they need to use the washroom and when they are ready to leave.
12. The time will be announced on the hour and/or written on the board at the half and quarter hours.
13. All students must stay at least one hour for each examination.
14. Students who arrive more than an hour late will not be permitted to write the examination.
15. Students who violate examination rules may be removed from the examination room, receive a mark of 0 and face other consequences.
16. Exemptions or deferrals from writing examinations are for illness or a serious crisis. In the event of illness, a doctor's certificate must be provided. Parents should advise the school administration of such situations before the examination.