



## Senior School Exam Details

The following information is for all grades 7/8 June exams. All exams must be peer reviewed and approved by Lisa/Lindsay before the exam period.

All exams are 90 minutes.

Students must receive the following documents:

### **2-3 weeks prior to exam period:**

“How to Study for an Exam” – package.

1-2 lessons should be devoted to teaching students techniques for writing exams, managing stress etc. This should be done by the classroom teacher with specific subject tips taught by subject teachers

### **3-4 weeks prior to exam:**

#### Review Package

This is a cumulative package with lists of all the topics that a student will be asked to demonstrate on the exam. It can be the start of review notes preparation for the class i.e. time devoted in class and for homework, grouping notes already taken, finding materials etc.

#### Mock exam

This should look exactly like the exam but with different topics. It should include instructions, as they would appear on the exam and points for each section. There should not be any surprises on an exam.

## FORMAT:

Title page (See sample)	<ul style="list-style-type: none"><li>• School logo</li><li>• “Glenn Arbour Academy June Exam”</li><li>• “Subject” Exam</li><li>• Teacher Name</li><li>• Points Breakdown</li><li>• Student Name</li><li>• Student Signature Box w honesty statement</li><li>• Indicate whether students may have a dictionary, use a calculator, have copies of their novel etc.</li></ul>
Page Numbers	<ul style="list-style-type: none"><li>• On all pages</li></ul>
Each Section needs to have	<ul style="list-style-type: none"><li>• Total points for section</li><li>• Identified as: K/U, T/I, C/A</li></ul>
Long answer questions	<ul style="list-style-type: none"><li>• Provide a choice of questions</li><li>• Work completed on lined paper</li></ul>

## CONTENT SPECIFICS:

Curriculum on the exam should be cumulative in nature from September – May. Exceptions can be made after discussion with administration.

There should be an appropriate balance between knowledge and understanding questions and higher order questions such as Application or Thinking and Inquiry.

Question format should be varied to support all types of learners (short answer, multiple choice, matching, analysis, essay, labeling diagrams, tables, multiple step solutions etc.)

None of the question formats should be new for students. It should have appeared on a test or assessment throughout the year.

Rule of thumb 1 point = 1 minute.

## **IEPS**

If you have a student in your class with an IEP, please review the IEP and create their exam accordingly.

Students allowed extra time should have fewer questions.

IEP accommodations should be communicated to parents and confirmed well before the exam review period.

If a student needs to have their worked scribed during an exam, it needs to be done in a separate room and the scribe needs to write their name on the front of the exam.

If a student is required to use a laptop during an exam, the teacher must open the exam document and a lockdown application used must open the document.

## **EXAM STORAGE**

After exams have been marked and grades calculated, all exams are to be handed in to the office for filing and storage.

Student exams will be kept until a student graduates from GAA or a student leaves GAA, whichever is earlier.

A digital copy of the exam will be stored on OneDrive in the appropriate year folder.

## **EXAM PROCTORING**

All exams are to be proctored by the subject teacher.

## **MISSING EXAMS**

Students may not reschedule an exam unless they provide a doctor's note justifying their absence.



# GLENN ARBOUR ACADEMY JUNE EXAM

Language Arts  
Grade 8  
90 minutes

Section 1:	/18
Section 2:	/32
Section 3:	/10
Section 4:	/20
Total Points:	

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

**Student Signature:**

*I affirm that I will not give or receive any unauthorized help on this exam, and that all work will be my own.*