



# Bathurst High School

## Exam Policy

Dear Parents/Guardians,

Bathurst High School would like to share important information regarding exam week so that families can plan ahead. Final exams are a required component of all courses, with the exception of Grade 9, 45-day courses.

### Key Information About Exams

- **Mandatory Attendance:** All students must be present for their scheduled exams. Please avoid booking vacations or other absences during exam week, as these cannot be excused.
- **Exam Length:** Each exam will be a minimum of 90 minutes and no longer than 2 hours.
- **Scheduling:** Exams will run Monday through Friday. Monday's exam will be Period 1, and Friday's exam will be Period 5.
- **Cancellations:** If school is cancelled during exam week, adjustments will be made, and a double exam day will occur.

### Exam Value & Incentives

- Each exam is worth **25% of the final grade**, unless an academic incentive is applied.
- Students with **7 or fewer absences per class**, and who remain in good standing, are eligible for the academic incentive in that course.
- If eligible, the exam value will be adjusted to **10%, 25%, or 40%**, depending on which produces the highest final grade for the student.
- Please note that **three tardies count as one absence** for attendance purposes.

### Important Notes

- Students who do not write their exam will receive a **zero** and forfeit any incentive previously earned.
- Any student removed from an exam for inappropriate behaviour, including academic dishonesty, will receive a **zero** and lose incentive eligibility.
- The only acceptable reasons for being excused from an exam are **bereavement** or a **serious medical condition**, as determined by administration.

We appreciate your support in reinforcing the importance of exam week. By planning ahead, students can be fully present, well-prepared, and ready to demonstrate their learning.

If you have any questions about exam week or related policies, please contact the school administration.

Sincerely,

**Shaun MacDonald**  
*Bathurst High School Principal*