

Midterm Examination Procedures and Weather Contingency Plan

Exam procedures:

- Students must be in complete uniform.
- Any student arriving after the start of exams must report to the Attendance Office to get a pink late slip.
- If a student is ill and unable to come to school for her scheduled exam, a parent should contact the school before the start of the exam.
- Students must remain in the exam room for a minimum of 1 ½ hours and must remain silent in the hallway upon leaving.
- Students may not go to their lockers in areas where an exam is still in progress.

Technology Policy

- During an exam, cell phones may be kept in backpacks but must be **turned off**.
- As with a normal school day, students may not use cell phones throughout the day.
- No watches of any sort may be worn during the exam.
- When students have finished their exams for the day, to keep an environment of quiet and respect for those still taking exams, cell phones may only be used in these areas:
 - lobby
 - gym balconies
 - reception area
 - dining hall (except not during lunch period)

Available areas for student use during exams:

- dining hall counters, when exam not being given in dining hall
- library
- dining hall when not used for an exam
- Supervised classrooms, offices, and computer labs

General Reminders

- Lunch Box service will be offered on the three main exams days (not the make-up day), with service starting at 10:30.
- When students have two exams in one day:
 - Seniors may leave and return between exams.
 - All other students must stay on campus if they have a morning and afternoon exam.

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- When students only have one exam in a day, they have to report to school only for that exam. They do not have to stay the full exam day.
- The exam schedule and procedures will be posted on the website and provided via email.

Inclement Weather Policy

- Exams will stay in the same sequence as originally scheduled. The order will not change regardless of delays or closings due to weather.
- If a two-hour delay is announced for Mercy, the exam times will be as follows:
 - Morning exam: 10:00 - 12:00
 - Afternoon exam: 1:00 - 3:00
- If an early dismissal is announced, we will complete any exam that has been started prior to the announced dismissal time.
- If school is closed due to inclement weather, remember that exams will resume sequentially. It may mean that what was scheduled as a make-up day will become a full exam day and the schedule will continue into the following week.
- Refer to the website, Mercy's Facebook page, your Mercy email or Mercy app alerts for special announcements.

Request for Schedule Change

It is expected that any request to change the date or time for a scheduled exam will be for serious reasons, not for convenience. If a student must request a change to her exam schedule, she must submit the request in writing to the director of exam scheduling at least one week prior to the first exam day. If approved by the Principal, the director will notify the appropriate teacher(s) who will then be responsible for rescheduling and proctoring the exam.