

Exams and Tests - Expectations:

As in any other school, tests and exams are part of the educational process at PACeS. Not only do they help teachers assess students' progress, they help prepare students to take the Diploma exams in Grade 12. Diploma exams must be taken to receive an Alberta high school diploma.

Preparing for exams is crucial for student success, and begins on the first day of classes. In the past, those students who have actively and faithfully taken notes, been involved in classes, and studied beyond just homework have done well on tests. Those who have done only the minimum amount of work have not done well. Those who have been dishonest in their schoolwork practices (cheating on tests, plagiarizing, sharing work between classmates) have also done poorly. A quiet place free of distractions for taking tests, as well as studying and attending/participating in classes, is necessary.

Exams and Tests - Supervision:

Because teachers cannot supervise students and their environment during testing, help from parents/guardians is required. Supervision includes:

1. Receiving the test (and printing if required)
2. Ensuring that the student does not access prohibited materials such as notes, books, devices, or websites (other than an online exam)
3. Guaranteeing that the test is taken within the stated time limits and before any deadlines. This requires a commitment of time and effort on the part of both the parent and the student.

Academic Dishonesty: For the first offense of academic dishonesty (cheating, plagiarism etc.), the student will receive a mark of zero, with no chance to redo the assignment. If a second offense occurs, it will be handled by the discipline committee.

Plagiarism: Plagiarism is stealing another person's intellectual property. Intentional plagiarism occurs when a student uses a source and presents it as their own. Whenever a source is used without acknowledgement of that source, it is considered plagiarism and academic dishonesty.

Unintentional plagiarism (sometimes called reckless plagiarism) is when a student plagiarizes without intent (forgetting to include a citation, for example), but it is still a problem. If a teacher considers something as unintentional plagiarism, the student may be required to either edit or resubmit the assignment with the appropriate citations and credit given.

★ Plagiarism includes:

- Buying essays or using other’s work
- Borrowing passages from any text without identifying the source and author
- Copying and pasting from websites, texts, answer keys, etc.
- “Collaborating” (i.e. working together and using the same answers) without express permission from the teacher
- Using “apps” to produce work (i.e. for math or chemistry)

★ Students can avoid penalties for plagiarism by:

- Knowing what plagiarism is.
- Paying attention to teachers’ requirements for assignments.
- Conducting good and responsible research (taking good notes, keep track of sources used, creating proper citations and works cited).
- Using a plagiarism checker. There are many online sites that quickly check for problems.
- Asking for help when unsure as to whether something is plagiarized or not.
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Testing/Supervision Expectations:

Parents/Guardians/Supervisors are required to call teacher when they are ready to begin the exam. If you do not have a long distance plan, you can text the teacher and they will call you back. Before the exam begins, the teacher must hear from the adult who is supervising the test. Our goal is to strengthen the awareness and understanding between the teachers and school families in regards to testing, in an effort to best support the students academic achievement.

Teacher	Classes	Expectations
Mrs. Desjardins 403-505-4678 Whatsapp	French 10, Religious Studies 15	<ul style="list-style-type: none"> - The exam will be sent to parent’s email the morning of writing. - The parent is to call at the beginning of the exam and email after the exam has been submitted. - It is recommended to supervise as the student scans and submits their tests to Google classroom. - The test must be completed during assigned time limits, in one time block, no breaks. - The student may not use external resources to complete the exam (No textbooks, study notes or French/English dictionaries, no google translate). The student will only need a pencil/eraser and the printed exam. - Parents must supervise all exams.

PACeS 9-12 Exam Expectations

<p>Mr. Dubyna 403-550-1588 -WhatsApp</p>	<p>SS 10, SS 9, RS 7-9</p>	<p>SS 9: -In Google Forms -1 midterm and 1 final exam (Which they can NOT use their notes on) -Request that exams be completed within a specific length of time (Call when beginning exam) SS 10: -In Google Forms-16 Chapter quizzes (Which they can use their notes) -1 midterm exam and 1 final exam (Which they can NOT use their notes on) -Request that exams be completed within a specific length of time (Call when beginning exam)</p>
<p>Mrs. MacDonald 780-893-2145 Google Hangouts Google Duo</p>	<p>ELA 9, ELA 10, ELA 20, ELA 30, SOC 20, SOC 30, RS 25</p>	<ul style="list-style-type: none"> - Exams will be completed in Google Forms and a word processing program (Google Docs, Word, WordPerfect, etc.) - Exams include unit tests, midterms and final exams - Exams must be completed outside of class time and on the date assigned - Parents are expected to call before the exam begins, and email when the exam ends - For most exams, a time limit of 3 hours is expected unless provisions have been made through an ISP - Parents must ensure that students do not use external sources (websites, textbooks, notes, etc) to complete the exam. - Phones or portable internet devices should not be within reach - Quizzes will be administered during class time
<p>Mr. Okimi 905-807-5923 Google Hangouts - Free calling w/in N.America.</p>	<p>Math 9, Math 10C, Math 20-1, Math 30-1</p>	<ul style="list-style-type: none"> + Exams must be completed outside of class time on a specific date. + Exams will be emailed to parent address the morning of the test - please ensure students cannot access parent email. + Call when about to begin test. + Exams completed on paper, with calculator only - no help or other resources. Calculator may not be an app/program. + Internet connected devices may not be accessed during the test. + Complete within continuous time limit - no breaks. + Parents should supervise student while they scan and submit the test through Google Classroom.

PACeS 9-12 Exam Expectations

<p>Mrs. Portillo 269-224-8369 (WhatsApp; national calling in USA, international from CANADA)</p>	<p>Science 9, Physics 20, Physics 30, Math 20-2, Math 30-2</p>	<ul style="list-style-type: none"> ● Phone call upon beginning the exam (please note: exams may be password protected/encrypted and cannot be accessed until the password is verbally communicated from the teacher to the parent) ● Stay within allotted time (<i>in one sitting</i>) ● May use class-specific data sheet/booklet (free of personal notes) ● May use calculator (from approved list included in course outline) - no calculator apps/programs. (note: calculators must be cleared before every exam; remind student to change to proper mode before starting exam) ● May not use external resources (text, notes, internet, peers/parents, etc.) unless otherwise mentioned. ● Parents must supervise during exam and while students scan and submit the test through Google Classroom.
<p>Mrs. Willing</p>	<p>Science 10, Chemistry, Biology</p>	<ul style="list-style-type: none"> - Exams will be emailed to parent address the morning of the test - please ensure students cannot access parent email. - The exam will either be a google form or a paper document to write on. - The parent is to call at the beginning of the exam and email after the exam has been submitted. - Parents should supervise student while they scan and submit the test through Google Classroom or Google Forms. - The test must be completed during assigned time limits, in one time block, no breaks. - Parents must supervise all exams. - Exams must be completed outside of class time on a specific date. - Exams completed on paper, with calculator only - no help or other resources. Calculator may not be an app/program. - Internet connected devices may not be accessed during the test.