



APPLICATION TO WRITE FINAL EXAM

PREAMBLE

This document outlines the steps that students must take to apply to write their final examination in a TIOS class.

At Toronto International Oslife School, we treat the issue of honesty and integrity in our courses very seriously. This includes the completion of final examinations. As a result, all students must write their final examination under the supervision of a responsible adult aged 25 years or older. TIOS final exams can sometimes be written at the school office under adult supervision. In those instances when a student cannot write their final exam at the school, it is the student's responsibility to arrange for an Exam Proctor to supervise the final exam. A proctored exam is written off-campus and must be supervised by an approved adult.

What is an Exam Proctor?

Students are responsible for arranging an Exam Proctor who will supervise their final examination. An Exam Proctor is a responsible adult who agrees to be present during the writing of the final exam to ensure that the student completes the work without assistance from others. This protects the integrity of TIOS courses and ensures that all assessment requirements of the Ontario Ministry of Education have been met.

In order to “qualify” as an Exam Proctor, adults (over the age of 25) should:

- Be a responsible adult who is not a relative of the student;
- Provide an e-mail address for correspondence purposes (generic e-mail addresses such as Gmail, Yahoo, etc. are not permitted);
- Not be a neighbour, friend, tutor or relative of the student;

Here are some examples of acceptable Exam Proctors:

- Teachers, Principals or Guidance Counselors;
- Librarians, community professionals

Since final examinations are designed to test what students know and have learned, the ***Application to Write the Final Examination*** is a multi-staged process designed to create success for students. It is important to following the process step-by-step as you near completion of the term work in your TIOS course.



CHECKLIST FOR FINAL EXAMINATIONS

<input type="checkbox"/>	<p>As a student, when you believe you are ready to write the final exam in your TIOS course, you should message your Academic Monitor saying you wish to apply for the final examination.</p> <p>Please note: An Application to Write the Final Exam takes a minimum of <u>one-week</u> to process. We are not able to accommodate requests to immediately write the exam, so please ensure that you send this message to your Academic Monitor as soon as possible when you are nearing completion of the course.</p>
<input type="checkbox"/>	<p>Your Academic Monitor will check each of the units in your course and advise you of any missing work. Students must complete all work assigned – blank submissions are not accepted. Once you have completed any missing work, students should again contact their Academic Monitor to advise.</p>
<input type="checkbox"/>	<p>Once the Academic Monitor is satisfied that all work has been completed, she will contact your TIOS teacher to request a final examination for the student. The teacher will do a final check to ensure all work has been satisfactorily submitted. The teacher will provide the Academic Monitor with a term mark so that students know their status prior to writing the final examination.</p>
<input type="checkbox"/>	<p>If the teacher indicates you have missing assignments to complete, you are required to re-enter the course and submit the missing work. Once you have done so, you must start this request once again from the start – message your Academic Monitor to ensure that all assignments are complete. It is <i>your</i> responsibility to ensure completion of all assignments for assessment purposes. Once you write your final exam, it is too late to go back and submit missing assignments - - - so this is a very important “final check” prior to arranging your exam.</p>
<input type="checkbox"/>	<p>Once you, your Academic Monitor and your teacher are fully satisfied that you are ready to write the exam, you should work with your Academic Monitor and together complete the attached page and submit it, via email, to the Principal at admissions@tiosschool.com.</p>
<input type="checkbox"/>	<p>After your application has been submitted, the Principal will review your choice of Exam Proctor and communicate with that Proctor regarding dates, times and guidelines for proctoring final exams.</p>
<input type="checkbox"/>	<p>You must write your exam, under adult supervision, on the date and time that has been pre-arranged. The Principal must approve any changes to this date and time in advance.</p>
<input type="checkbox"/>	<p>Once the exam has been written, the student returns it to the Exam Proctor who will, in turn, return it to the school for evaluation purposes.</p>
<input type="checkbox"/>	<p>After the teacher has marked the final exam, teachers will report the final mark to the TIOS Principal. The results, in the form of a final report card, will be provided to the student by TIOS staff.</p>



CHECKLIST FOR EXAM PROCTORS

The following checklist is sent with the test/exam materials (in hard copy or online) to the approved Exam Proctor before the designated exam date. The Proctor must review the following checklist items confirming his/her fulfillment and return the completed checklist with all exam materials.

Checklist :

<input type="checkbox"/>	Inform TIOS student of the nature of the exam (open book or closed book?).
<input type="checkbox"/>	As much as possible, ensure that the exam room is quiet and free from distractions.
<input type="checkbox"/>	Ensure that the student has the exam materials and equipment needed for the exam.
<input type="checkbox"/>	Distribute exam.
<input type="checkbox"/>	Ensure student remains quiet and undisturbed.
<input type="checkbox"/>	Ensure student is aware of the official start and end time of the exam.
<input type="checkbox"/>	Regularly inform student of the progression of time: every hour on the hour and every five minutes during the last 30 minutes of the exam.
<input type="checkbox"/>	At the end of the exam, collect all exams and related materials.
<input type="checkbox"/>	Submit all exam materials to the school electronically to admissions@tiosschool.com . Please ensure exam materials are sent immediately to the school.

