



## Grade Twelve January 2013 Departmental Examinations Timetable

- We recognize that schools **not** writing departmental examinations may establish their own timetable. However, we urge **all** schools to align with the examination dates that have been established.
- Departmental examination dates have been established taking into consideration the length of the school year, teacher-student instructional contact time, and end-of-semester dates.
- Note: Examinations translated into French will be written at the same time as their English equivalents.

It is expected that all *Transcripts of Secondary Level Achievement* will be in the mail by February 22. Candidates who do not receive their transcripts by March 4 should notify the Registrar's office at (306) 787-1091.

Date	Time*	Grade Twelve (Level 30)
Monday, January 28	8:45 – 9:00	Reading the Regulations
	9:00 – 11:30	English Language Arts A
	1:00 – 3:30	Math: Workplace and Apprenticeship
Tuesday, January 29	9:00 – 11:30	English Language Arts B
	1:00 – 3:30	Math: Foundations of Mathematics
Wednesday, January 30	9:00 – 11:30	Biology
	1:00 – 3:30	Physics
Thursday, January 31	9:00 – 11:30	Math: Pre-Calculus
	1:00 – 3:30	Chemistry

English Language Arts examinations are marker-scored. All other examinations are machine-scored.

- \* ALL STUDENTS shall have the option of taking up to 30 minutes of additional time (**after** the scheduled conclusion time) to complete the examination(s). The examination centre must remain open an additional 30 minutes to accommodate students requiring this extra time.

### Dictionaries:

Print dictionaries may be used for the following examinations:

- English Language Arts A 30 (8017)
- English Language Arts B 30 (8018)
- Chemistry 30 (8212)
- Chimie 30 (8222)

No electronic dictionaries, translation dictionaries, or any other reference materials are allowed.

### Calculators:

Calculators may be used in the following examinations:

- |                     |  |  |
|---------------------|--|--|
| Chemistry 30 (8212) | Math: Workplace and Apprenticeship 30 (8423) | Maths : travail et apprentis 30 (8427)         |
| Chimie 30 (8222)    | Math: Foundations of Mathematics 30 (8425)   | Maths : fondements des mathématiques 30 (8429) |
| Physics 30 (8213)   | Math: Pre-Calculus 30 (8426)                 | Maths : précalcul 30 (8430)                    |
| Physique 30 (8223)  |  |  |

- Before an examination begins, all calculators must be inspected by a mathematics or science teacher to ensure all information stored in memory is cleared.
- Calculators that have built-in notes (definitions or explanations in alpha notation) that cannot be cleared are **not** permitted.
- Only silent hand-held calculators designed for mathematical computations such as logarithmic, trigonometric, and graphing functions are permissible. Computers, calculators with a QWERTY keyboard, and electronic writing pads are **not** allowed.

The required mathematical and scientific tables are supplied by the Ministry of Education.

### Text Books/Manuals:

The Chemistry examination is an open-book examination. Any number of authorized textbooks may be used. Students' notebooks are allowed into the examination room. The laboratory manual may be included as part of the notebook. However, examinations/quizzes/prototype exams are **NOT** considered to be part of a student's notebook and, therefore, are **NOT** allowed into the examination room. For this examination, distance learning students are permitted to take their course lessons, but **NOT** their assignments into the examination room.

The Ministry of Education will supply the necessary examination papers.

## General Regulations Governing the Conduct of All Examinations:

(Refer to the *Presiding Officers' Manual: Grade 12 Departmental Examinations* for detailed instructions.)

- Departmental examinations are written only on the days specified and at the times indicated on the official timetable.
- Examination centres must remain open **at least one hour** from commencement time to allow for candidates arriving late.
- No candidate shall be permitted to leave the examination room before the expiration of **one hour** from the commencement of the examination except in case of illness.

**Examination irregularities will be investigated by the Registrar. Strict adherence to proper examination procedures will eliminate the necessity for such investigations.**

## Examination Centres:

**All candidates writing at an official centre must have registered in advance of the examination session. Contact the Registrar's office at (306) 787-8319.**

### A. Regular Students:

Examination papers will be made available to students who are enrolled in a Saskatchewan high school and who are registered in advance to write departmental examinations. Grade 12 candidates are expected to write examinations at the school they have attended during the school year. The examinations will be sent to the principal as the chief presiding officer. Examinations will be administered in accordance with the timetable given on the reverse of this page.

### B. Adult Students:

Adults (adult classes, home study) and other students not enrolled in a Saskatchewan high school **shall write** departmental examinations in accordance with the timetable given on the opposite page **at the following centres.**

**Examination centres may be subject to change. All students MUST register in advance of the examination session. Contact the Registrar's office at (306) 787-8319. If there are no advance registrations by Friday, January 18, the official writing centre will NOT be open.**

**Unless indicated otherwise, official writing centres are located in the high school in each of the locations listed below for the January 2013 session.**

Assiniboia, Biggar, Buffalo Narrows (Northlands College), Carlyle, Carrot River, Creighton (Northlands College), Davidson, Elrose, Humboldt, Kamsack, Kelvington, Kindersley (Composite), La Ronge (Northlands College), Lloydminster (Comprehensive), Maple Creek, Meadow Lake (Carpenter High School), Melfort, Melville, Moose Jaw (Central Collegiate), North Battleford (Comprehensive), Prince Albert (St. Mary High School), Regina (Campbell Collegiate), Saskatoon (Centennial Collegiate), Shaunavon, Swift Current (Comprehensive), Unity, Weyburn (Comprehensive)

## Grade 12 Appeals:

1. Applications for rereading of papers must be made immediately following receipt of marks. The Ministry of Education reserves the right to refuse applications for appeals received later than two weeks from the postmark mailing of the *Transcript of Secondary Level Achievement*. There is no charge for appeals.
2. Candidates who have written a departmental examination:
  - may appeal if they have received a composite score of over 42%;
  - may **NOT** appeal more than two subjects at any examination sitting; and
  - may **NOT** appeal if the examination was written as a supplemental.
3. Candidates need to complete the Application for Appeal (Form 13) in *Registrar's Handbook for School Administrators* ([www.education.gov.sk.ca/registrarshandbook](http://www.education.gov.sk.ca/registrarshandbook)).