



October 25th, 2017

To All Parents/Guardians;

RE: MID-YEAR EXAMINATIONS

The Mid-Year Examinations will begin as follows:

Grades 7, 8 and 9 - Monday, November 27th to Thursday, November 30th, 2017

Grade 10, 11 and 12 - Monday, November 27th to Friday, December 1st, 2017

For your convenience, we have provided a copy of your child's schedule overleaf. The examination schedule will also be posted on the Parent's Portal. As these exams are of the utmost importance, we wish to bring the following matters to your attention. Taken from the students' 'Q Book':

1.4 FEES/TUITION... *Tuition fees must be paid before the beginning of each FEE TERM. Failure to do so will result in the student not being allowed to attend classes and write Christmas (mid-year) and Summer (end of year) examinations. These examinations will not be made up.*

2.1 ACADEMIC DISHONESTY: ... *'using, giving or soliciting unauthorized note, or other aids (verbal and non-verbal) in a test, quiz or class assignment; copying from or being influenced by other student's work during a test, quiz, or class assignment; responding in any way to the solicitation of another student in a test, quiz or any other assignment, or allowing students to copy work, will be punishable by the receiving of a zero and the student(s) may be suspended or expelled.*

4.7 LYING/STEALING/FRAUD: *Forging of parents' signature, stealing property from another student, teacher faculty or staff member, lying, cheating and other acts of dishonesty will result in suspension/expulsion. A zero or zeros will be given for the examinations in question.*

7.10 EXAMINATIONS & STUDY LEAVE: *Students will sit both Internal Mid-Year (Christmas) and End of Year (summer) Examinations each year. Christmas or Mid-Year Examinations will serve as a mock exam for those students who aspire to write the BJC and BGCSE exams in May/June of the current academic year. Students must pass these mock exams as well as show mastery of all class work homework and course work if they are hopeful of taking the BJC or BGCSE exam. **Queen's College is solely responsible for determining who is entered, withdrawn and allowed to sit external examinations.***

- All students in Grades 7-9 should study at least two to three hours per night and those in Grades 10-12 four to six hours per night in preparation for their exams. We ask that you monitor your child's study habits carefully.
- We ask that you restrict the following: watching television, talking on the telephone, surfing the internet, chatting on the internet, viewing and posting messages on face book, talking on Skype, etc. These are major time wasters and are a great distraction to students.
- Please ensure that your child has an adequate breakfast before coming to school. There is only a limited break between exams which will only allow students time for a snack and to visit the restrooms.
- **Students must be collected within half an hour each day after their final exam has ended.** This will ensure that they are home preparing for their next examination. **In the past, students have been left to loiter and have involved themselves in inappropriate activity including fighting which resulted in suspension and exams not being written. Students will NOT be permitted to leave campus during the break between their exams.**

All students will return to school on **Thursday, December 7th, 2017.** Upon their return, teachers will inform those students who have earned eligibility to sit the BJC & BGCSE Examinations in May/June 2018. Entry Forms for the BJC/BGCSE Examinations will be distributed to students so that they may receive teachers' signatures for those subjects they will be taking. All BJC/BGCSE Entry Forms, along with teachers' signatures and payment, will be accepted from **TUESDAY, DECEMBER 12TH TO THURSDAY, DECEMBER 14TH, 2017.** **Students whose Entry Forms and payment are not received by THURSDAY, DECEMBER 14th, will not be entered to sit the BJC/BGCSE Examinations in 2018.** This is the Ministry of Education's deadline and exceptions cannot be made.

School will close for the Christmas break on Friday, December 15th, at 12:00 noon and reopens on Wednesday, January 3rd, 2018. Thank you for your cooperation.

Sincerely yours,

Mrs. Shawn Turnquest
Vice Principal, Head of High School