

## ALTERNATE FINAL EXAM APPLICATION FORM

All students are expected to be in school until holiday/break periods begin. If something unexpected or unavoidable arises which causes a conflict with the final exam schedule, alternate arrangements must be coordinated through the vice-principal. Requests for such alternate arrangements must be submitted at least 20 days before the final exams are scheduled to commence. A \$50 per exam session charge will be required. This fee will cover the administrative aspects of alternate exams and supervision. Students who are not present for their final exams and who have not arranged in advance for an alternate exam as per this policy can expect to receive a 0 for that assessment.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Semester: ☐ Term 1 (Sept–Dec) ☐ Term 2 (Jan–April) ☐ Term 3 (May–June)

Final exam(s) and date(s)	Teacher name and signature	Rescheduled date	\$50 per exam
Ex. Biology dec 19	Mrs. Poettcker	Dec 15	\$50

The total amount must be paid in advance of the writing of the exam.

This form needs to be returned to the vice-principal with all the information and signatures completed.

If the request is made with less than 20 days before the exam(s), a special request in writing must be submitted. The circumstances will be considered, and an exception may be made to grant an alternate time for the exam.

Parent/guardian signature: \_\_\_\_\_

Vice-principal signature: \_\_\_\_\_