



Toronto Imperial School – Final Exam Policy

- Attendance for the exam is mandatory if you are unable to attend you must first request permission from Toronto Imperial School.
- Please arrive 10 minutes early, and login into zoom and test that your video is working.
- You must write your final exam on a laptop. Ensure your laptop is connected to a power source or fully charged.
- Once you have entered the exam, ensure your camera is always on, and you share your screen. Your eyes should stay focused on your computer, and your face should be in the center view of the camera. A proctor will be monitoring your screen and video.
- Keep your mic muted, if you have any questions, you can unmute your mic and address the proctor, you can also send the proctor a direct message in the chat. Unless you need to address the proctor, these is not talking during the exam.
- Your desk must be clear of any materials except for your laptop.
- For students writing their exam at home - ensure you are writing your exam in a quiet room with no distractions. You should also be the only person in the room. Ensure you are ina well-lit room, and you are clearly visible in your camera.
- No dual Screens/Monitors are to be used during an exam.
- All other electronic devices should be turned off. Your phone, email, and any other applications should be turned off while writing your exam.
- When writing the exam, you should only have the TIS platform, no outside resources, internet or additional applications are to be used.
- You will not be allowed to leave your computer once you start your exam. Please go to the rest room before you start the exam. Please also be prepared with anything you may need while writing, for example a glass of water.
- You will have a maximum of 3 hours to complete the exam.
- Please ensure you are on time for the exam, anyone more than 30 minutes late will not be permitted to write the exam.
- Check your work before you submit it, once you have completed the exam make sure you submit the exam and confirm submission. Once your exam has been completed you can leave the zoom call.
- Should you have any technical issues, please ensure you are contacting TIS right away at –
a.smith@torontoimperial.com.

GOOD LUCK!
