



**Calgary Board
of Education**

**Dr. E.P. Scarlett
High School**

Exam Information

June 2025



Exam Schedule

Dr. E.P. Scarlett – June 2025 Final Schedule

Monday, June 9	Tuesday, June 10	Wednesday, June 11	Thursday, June 12	Friday, June 13	Monday, June 16	Tuesday, June 17	Wednesday, June 18	Thursday, June 19 Conflict Exam Day	Friday, June 20	Monday, June 23	Tuesday, June 24	Wednesday, June 25
REGULAR CLASSES	LAST DAY OF CLASSES	ELA 30-1 30-2 Part A Diplomas 9am - 3pm (LABS)	Social 30-1 30-2 Part A Diplomas (30-1) - 9am - 3pm (30-2) - 9am - 2pm LABS	9:00AM - 12:00PM SOCIAL 10-1 10 AP 10-2 PART A LABS	9:00 AM - 12:00 PM ELA 20-1 20AP 20-2 PART A LABS	Math 30-1 and 30-2 Diploma Exam 9am - 3pm MAIN GYM Math 31 9:00 - 12:00	ELA 30-1 and 30-2 Part B Diplomas 9am - 3pm MAIN GYM	Social Studies 30- 1 and 30-2 Diplomas Part B 9am - 2pm MAIN GYM	Bio 30 Diploma 9am - 3pm MAIN GYM	Chem 30 Diploma 9am - 3pm MAIN GYM	Physics 30 Diploma 9am - 3pm MAIN GYM	Science 30 Diploma 9am - 3pm MAIN GYM
FLA 10 & FLA 20 Part A in class over two days (3 hours total) LABS		9:00 AM - 12:00 PM ELA 10-1 10AP 10-2 PART B MAIN GYM	9:00 AM - 12:00 PM CHEM 20	9:00 AM - 12:00 PM MATH 20-1 20-1 AP 20-2 20-1FR 20-2FR MAIN GYM	9:00 AM - 12:00 PM Science 10 MAIN GYM	9:00 AM - 12:00 PM Physics 20	9:00 AM - 12:00PM SOCIAL 20-1 20AP 20-1FR 20-2 Part B	9:00 AM - 12:00 PM FLA 10 & 20 Part B (L/C)	ADDITIONAL INFORMATION: - Teachers and departments will clearly communicate their tutorial schedules with all students via D2L - Opportunities during tutorials include: Course Completion Opportunities such as targeted assistance with assignment completion for specific outcomes, targeted support or intervention, targeted reassessment opportunities, as well as credit recovery, credit rescue, and Diploma & Exam Preparation - For all Diploma Exams all students are provided with up to double the official time, as posted, if they require it - In the unlikely situation where a student has two exams in the same block (at the same time), accommodations may be made on a case-by-case basis in discussion with the student's teachers, the department Learning Leader and Ms. Costa, Assistant Principal nahumenjuk@cbe.ab.ca before May 30, 2025. - Students should arrive at least 15 -20 minutes prior to the exam - Students must show valid ID to enter the exam space - Students should come prepared with necessary test writing materials (pencil, eraser, highlighter, pen, whiteout, approved calculator, water bottle, snack, etc.) - Please, no coats, hats, backpacks, cellphones or electronic devices (other than approved calculators) may be brought into the exam room - Belongings must be stored in cars, lockers, or checked into the belonging drop-off area in the cafeteria. Please note – students should build in extra time to check-in their items to the cafeteria prior to the exam. - Textbooks should be returned prior to each exam			
		12:30 PM – 3:30 PM Social 10-1 10AP 10-2 10C FR Part B MAIN GYM	12:30 PM – 3:30 PM Math 10C ENG 10C FR 10C AP MAIN GYM	12:30 – 3:30PM ELA 10-1 10AP 10-2 PART A LABS	12:30 PM - 3:30 PM Social 20-1 20AP 20-1 FR 20-2 Part A LABS	12:30 PM - 3:30PM BIO 20	12:30 PM - 3:30 PM ELA 20-1 20AP 20-2 PART B	Conflict Exams Labs ALL DAY				



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Conflict Exams

- Forms were to be filled out by you and impacted teachers by May 30th
- Emails went out to all students who submitted an exam conflict form. Please follow the instructions from the email. If you are in doubt as to where to report for a conflict exam – come to the Main Office.
- Diploma exams – out of school's control. We cannot change the date/time/duration of diploma exams. Unfortunately, if you cannot make your diploma exam, you will have to make alternate arrangements for writing. Please come to the main office for instructions if you are not sure what to do.



Prepping for Exams - Here's what you need

- Student IDs – you MUST have your student ID card or government issued photo ID with you (can use either one)
- You are only allowed CLEAR water bottles in the exam space
- All food must be in CLEAR containers or plastic bags
- Pencils, pens, erasers, etc. Must be in a clear plastic bag. You are not allowed to bring pencil cases with you into the exam room unless it is see-through
- Tutorials
 - Schedules posted on D2L
 - Teachers are actively supervising throughout exams so do not expect to be able to drop-in, you must adhere to their tutorial schedules unless you have made an appointment with them



Where Am I Writing?

- Specific information posted on the rolling bulletin boards in the main foyer – check here when you come in to confirm exam location
- Your teachers also have this information and may post it on their D2L shells. If exam locations are posted on D2L, please make sure you check the day prior to your exam in case there has been a last-minute change.



Before the Exam

- Return your textbooks in the foyer outside the cafeteria
- Phones and/or digital watches should be in your lockers, left at home, or can be placed in the cafeteria in our “bag check area”
 - You are responsible for any items that cannot enter the exam area. If you have a locker, you should open it this week to ensure you can leave materials locked and secure there.
 - Do not leave your phone with a friend in their locker!
 - Go early to the "bag check area" so that you can drop off anything you need and be early for your exam.
- No hats allowed, hoodies cannot be up, no jackets allowed on the back of your chair
- Arrive at least 15 minutes before the exam



During the Exam

- Enter the exam space when permitted (ID)
- Go to the washroom prior to entering the exam space. Leaving within the first hour is strongly discouraged, as it violates exam protocols.
- No talking
- Do not open exam materials until instructed
- If you need to use the washroom, raise your hand (one at a time)
- If you have a question, raise your hand
- When you are done, raise your hand
- 1 hour minimum
- Late for your exam? You cannot enter the exam space after 1 hour has passed. This is a rule set by Alberta Education.



Exam Security

Students are expected to comply with the Non-Diploma/Diploma Examination Rules. Students who interfere with the security of examinations, falsify results, disrupt others, or commit any other act that may enable them to inaccurately represent their achievement may:

- be evicted from exam room
- have exam invalidated
- be barred from writing any other Alberta Education diploma
- have official transcripts withheld
- have official transcripts annotated



Locker Cleanout

- Once the office makes the announcement to proceed to Locker Clean-Out, please proceed to your locker and remove your lock and the contents of your locker. Do not leave any garbage or unwanted items in it. Trash cans will be placed in the hallways to dispose of those items.
- If you have decided you are finished using your textbooks, please return them to the Learning Commons. Textbooks may also be returned to the learning commons either prior to an exam or no later than June 25. **Textbooks are not to be returned to the main office.**
- Once the teacher has verified your locker is completely clean, you can give them your lock, and they will put a tag on it for you and put it in their bag to return to the main office.
- No matter whether you have an assigned locker or not, all students are still required to get teacher approval to leave the building.

