

# Academic

## Managing Your Time

At high school, you will need to keep track of assignments, tests, homework and studying. You can ask for help with learning how to manage your time from a teacher in the Resource Room and/or your subject teacher.

## Evaluation

Course evaluation will be divided into two parts:

- 70% is based on cumulative evidence of summative evaluations undertaken throughout the semester (**course work throughout the semester**)
- 30% is based on “final” summative which will take place in the final third of the course (**final exam, or project/assignment**)
  - Summative evaluations may or may not include an exam depending on individual course curriculum policy documents.

At the beginning of each semester, students will receive course outlines that will include detailed assessment and evaluation information, and that also outlines the percentage breakdown for the 70% and the 30%.

## Due Dates

The course teacher will provide you with due dates for all assignments, projects, and homework. It is essential that students review and understand the information provided by subject teachers regarding course expectations, due dates, and consequences for late or incomplete work.

If you cannot complete an assignment, project or homework by the due date, talk to your teacher and/or assigned SERT before the due date to discuss other options.

It is the responsibility of students to discuss missed due dates with their teachers. The decision regarding the final date of submission rests with the teacher and will depend on course programming.

# Homework

## **Things you need to know about homework:**

- In high school, you will have homework to do almost every night. You may want to set some time aside every school night to do homework. If you don't do your homework regularly, it may pile up and you may fall behind.
- You may have a resource period at school determined in an IEP with your SERT. This means that you have some time while you are still at school to do your homework. If you use this time to do your homework, you will have more free time at home.
- One part of homework is to review what you learned. This might mean reading the notes you took in class, redoing (type or photocopy) your notes or talking about what you learned.
- Many teachers will have assigned specific work for you to do. It is important to record what the teacher asks you to do so that you remember when you get home. This can be done in your school agenda or in a special homework sheet that you bring to classes. See next page for a sample homework sheet.
- It is also important to remember to bring home the books and materials that you need at the end of the school day.
- Also, when you are done your homework, you may want to pack your work and the materials in your school bag so that you don't forget them at home.

## **After School Help:**

- Ask your teacher if you would like additional assistance after school to help you understand your work or the lesson.
- In some circumstances, there is an after school help program in which students receive additional help from teacher(s) for particular subject(s) such as math help.

## Homework Sheet

Date	Class	Due Date	<input checked="" type="checkbox"/>
Assignment:			
Date	Class	Due Date	<input checked="" type="checkbox"/>
Assignment:			
Date	Class	Due Date	<input checked="" type="checkbox"/>
Assignment:			
Date	Class	Due Date	<input checked="" type="checkbox"/>
Assignment:			
Date	Class	Due Date	<input checked="" type="checkbox"/>
Assignment:			

## **Here are some tips for doing homework:**

- If you do not understand any part of the homework, ask the teacher to explain it before you go home. It might be helpful for you or your teacher to write down the instructions if they are not written already.
- Make a list of all the homework you have to do so that you don't forget any of it.
- Check your list before you go home to make sure you have all the materials (books, paper, calculator, etc.) that you will need.
- If you have questions or problems with your homework, you can ask your parents or write down the question to ask your teacher the next day at school
- Try to finish your homework every night
- Remember to bring it to class when it is done.
- Sometimes your teacher may ask to see your completed homework. Sometimes they may collect it and mark it. Other times, they may just talk about the answers in class.

# Assignments

## **Things you need to know about assignments:**

- Assignments may be additional assigned work on top of homework.
- Types and formats of assignments will be different for each teacher and subject.
- Different teachers will have different expectations for assignments. If you do not understand the expectations, ask your teacher.
- Some assignments may be expected to be completed in class and some assignments may be expected to be completed on your own time.

Try not to worry about assignments. This checklist may be able to help you plan all the steps needed to complete an assignment.

- If you do not understand any part of the assignment, ask the teacher for help by requesting to make an appointment to meet with the teacher before or after class
- Show your Special Education Resource Teacher the assignment so they can be prepared to help you, if needed.
- Make good use of class time to work on the assignment.
- Make a list of steps you will need to complete your assignment and assign how much time you will need.
- Use a calendar and work back from the due date. Mark the days you will work on the assignment to make sure it is completed on time.

Please see the example calendar on the following page for how one student planned to complete his Geography assignment.

Assigned on; January 10

Due Date: January 31

Geography assignment:

- clip out newspaper articles and make a scrapbook

Steps to complete:

1. Find 10 newspaper articles and cut them out- 3 days, 30 minutes per day
2. Write a paragraph about each article- 8 days, 45 minutes
3. Gather scrapbook materials- 1 day, 30 minutes
4. Arrange, paste, decorate pages of scrapbook- 2 days, 1 hour per day

January 2005						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10 Find newspaper articles and cut out	11 Find newspaper articles and cut out	12 Find newspaper articles and cut out	13 Write a paragraph	14 Write a paragraph	15
16	17 Write a paragraph	18 Write a paragraph	19 Write a paragraph	20 Write a paragraph	21 Write a paragraph	22
23	24 Write a paragraph	25 Write a paragraph	26 Gather scrapbook materials	27 Arrange, paste, decorate pages of scrapbook	28 Arrange, paste, decorate pages of scrapbook	29
30	31 Hand in completed assignment					

# Studying

Studying is a way that you review the material that you have learned in order to remember important points when you write a test or exam.

It is important to find a good place to study. A good place to study is:

- Free from distractions
- Quiet
- Comfortable (seating, room for material, comfortable temperature)
- Enough light

There are lots of different ways to study. Everyone studies in a different way. Here are some examples of how you could study:

- Read your textbook or notes (Some people read their textbook or notes more than once. You may want to decide how many times you will read them.)
- Rewrite your notes (Some people learn best when they write out the material)
- Make study notes (These are notes that include some of the most important points you have to remember. They may be written in different formats including: flash cards, page format, on the computer, questions, etc.)
- Ask someone to quiz you on the material (This may help you prepare to answer questions for the test or exam. Or, it can also be helpful in knowing what material you need to study more)
- To help you remember some of the most important points you may want to make up a song, rhyme, or a silly saying

For example, when studying for a test in science you can use this saying to remember the steps of the scientific method, "Happy People Are Made Of Cells" (HPAMOC). These letters can help you remember the steps of the scientific method which are: Hypothesis, Purpose, Apparatus, Method, Observations, and Conclusion.

# My Study Plan

It is important to think about how you would like to study. For many students, the amount of studying time is important. The more time they spend studying, the better they can do on tests and exams.

A study plan can be a way for you to think about and write down which ways may help you study best. Remember everyone studies differently, and it may take some time to figure out what works best for you. Take a moment to write down how you think you might study best.

I can study best by...

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# Tests

## **Things you need to know about tests:**

- When you know a test is coming up, take some time to study the material that you have learned in that subject so that you can remember it during the test.
- There are different kinds of test questions: You may be asked to answer by circling a multiple choice answer, filling in a blank or by writing sentences or paragraphs of what you know. Your teacher can tell you ahead of time, what kind of questions to expect.
- Sometimes, you may be given an open book test. This means that you can use your textbook and/or your notes to answer the questions. But remember, it is only an open book test if your teacher tells you so.
- Some students may ask to write their tests in the Resource Room. If you would like to write a test in the Resource Room, ask your teacher at least a day in advanced.
- There are certain rules to follow when taking a test.
  1. During a test, it is important to be quiet. You are expected to be quiet from when the papers are handed out until the last paper is collected.
  2. If you have a question, raise your hand and ask your teacher. If you need to ask your teacher a question during the test, whisper so that you don't disrupt the other students.
  3. It is important not to talk to the other students during a test, even to ask for a pencil or an eraser.
  4. It is important not to cheat! Cheating includes: if you bring in notes to a test that isn't an open book test, whisper answers aloud, talk to another student during the test or look at another student's paper. (If you cheat, you may lose your paper and receive a mark of 0 on the test.)

Try not to panic about tests. If you attended most classes and studied, then you should know the material you are being asked about. Here are some tips for taking a test:

- If you do not understand any part of the test, raise your hand and ask the teacher quietly to explain it.
- Read the instructions carefully before answering the questions so that you know what you are supposed to do.
- Use the marking scheme to decide how much to write for each question and how much time to spend on it. Usually, you spend the most time on the questions that are worth the most. It might be a good idea to start by answering the questions that are worth the most marks. For example, if a question is worth 3 marks, you will need to write three important pieces of information for that question.
- If you don't know the answer to a question, don't panic. Move on to another question and you can come back to that question later if you have time.**
- When the teacher tells you the test is over, you must stop writing, even if you haven't finished the whole test. This is okay if you have not finished, as long as you tried your best.
- If you have an IEP you will get extra time to write a test if necessary. This will be arranged with the teacher.

# Exams

It is likely that the idea of exams is new for you as you enter high school. Exams are longer tests that are used to evaluate knowledge and skills, and covering the contents of a course or a program of study. Don't worry. You can prepare for an exam just like you would prepare for any test but it may cover more material than your other tests. Your teacher will review the material thoroughly before the exam period.

## **Bradford District High School Final Evaluation**

Final exams at Bradford will be scheduled during the latter part of January and June during the "Exam period". All students are required to write their final examinations during the scheduled date, time and place indicated on the examination schedule or as announced by their subject teacher. A student who misses an examination will receive a mark of "0" as the final mark for the exam.

At least two weeks before the Exam Period, an exam schedule will be issued. All students are responsible to write down the exam date, time, and room number for the courses they are currently taking. If you have any questions regarding the final exam schedule, ask your teacher.

Only under certain circumstances will students be excused from scheduled exams:

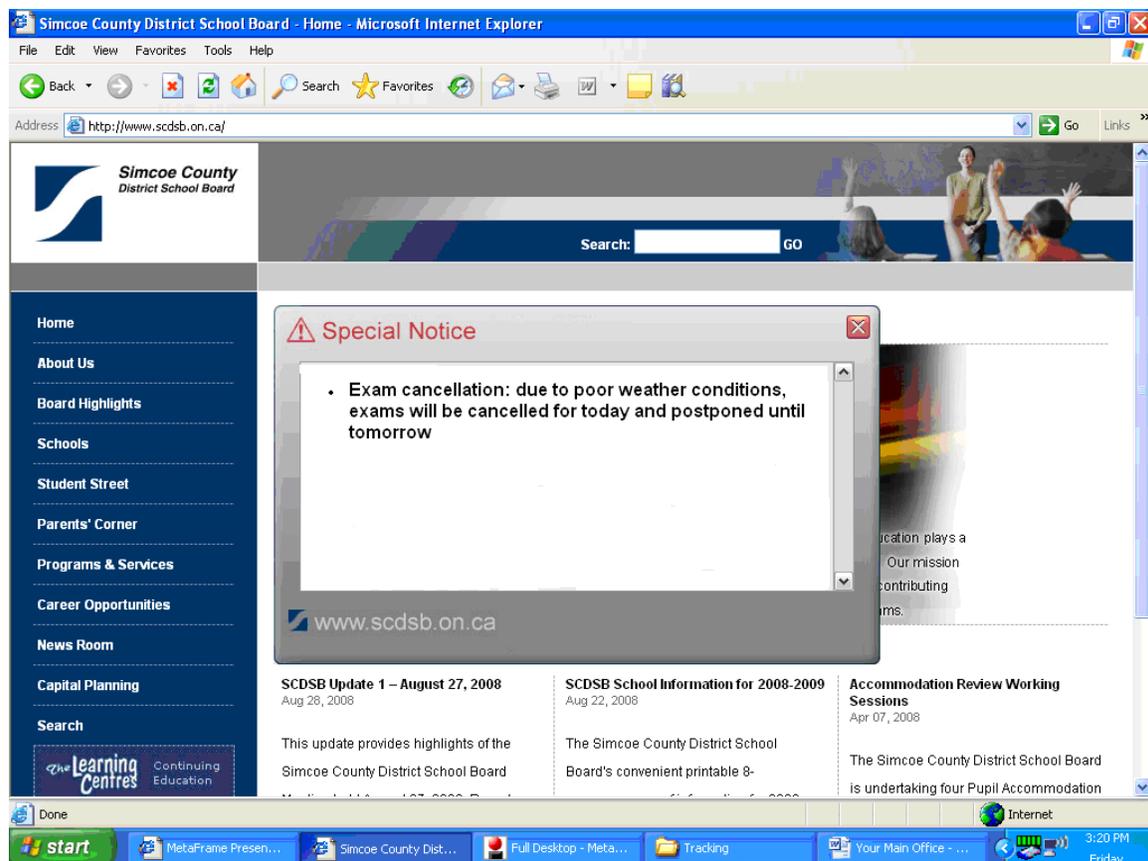
- If a medical certificate from a medical doctor indicates the student is not capable of writing the examination(s)
- Death of an immediate family member (i.e. parent or sibling)
- Court Appearance

If you have any conflict with a scheduled exam, go to the Main Office and ask to speak with your assigned Vice Principal.

## Exam Cancellation Due to Snow Day

There may be a snow day during the Exam Period. This means that on the Board website ([www.scdsb.on.ca](http://www.scdsb.on.ca)), a message will appear stating that all exams are cancelled for the day. Students will be expected to write the scheduled exam(s) on the following day, delaying the exam schedule by a day.

Check the board website for information about exam cancellations. A Special Notice box will appear to let you know of any cancellations. The screen may look like this:



# Academic Rules

## **1. Plagiarism**

This means that you have added someone else's work, without referencing it, into your own work. Referencing means writing down where you got the information. It can also be done in a particular format; your teacher will tell you what format you should use to reference your work.

How to avoid plagiarism:

- Acknowledge all sources of information (write where you got the information/facts)
- Provide references for someone else's written work and ideas including: pictures, diagrams, maps, charts, etc.
- Do not lend your work to another student
- Seek help from your teacher and/or teacher-librarian for your research needs

## **2. Cheating**

This means:

- Giving or receiving information or assistance during an exam or a test without permission from the course teacher.
- Giving or receiving exam or test answers without permission from the course teacher.
- Presenting a single piece of work in more than one course without the permission of the teachers involved.