

MEMORANDUM

TO: High School Principals

FROM: Susan Tomie, *Director – School Administration*

DATE: January 8, 2019

RE: STORM DAY PROCEDURES FOR EXAMINATIONS

Please carefully review the following examination procedures:

Schools must follow the examination schedule set by the Halifax Regional Centre for Education and published in the 2018-2019 School Calendar.

HRSB high schools are instructed to handle school closures in the following manner:

- If a high school is closed during a scheduled exam day, the exam schedule is adjusted by advancing it one day for each missed exam day.

Example: If there is a school cancellation on Monday, January 28

- All Monday's exams move to Tuesday, January 29
- All Tuesday's exams move to Wednesday, January 30
- All Wednesday's exams move to Thursday, January 31 and
- All Thursday's exams move to Friday, February 1

If there is a **delayed opening**, the morning exam will be re-scheduled (to a make-up block) and the afternoon exam will proceed as scheduled.

February 1 is currently a scheduled *Assessment & Evaluation Day* for high schools. If the exam schedule is advanced by one day, the *Assessment & Evaluation Day* would move to February 4. In addition, the start of Semester Two would move ahead one day to February 5.

Please communicate these procedures to your staff and students. Thank you.