



West Anchorage High School

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"Home of the Eagles"

April 28, 2011

IB Student,

The time has arrived for IB exams! Take a deep breath, relax, and have confidence in your preparation for IB exams. If we use previous students' experiences with IB exams as a guide, then we know that you'll be fine.

I've included a couple of things for you to review. First, I finally have an exam schedule with exact times and locations. Please look at the schedule carefully; let me know if you spot anything that doesn't make sense. For each date during the exam period, I have listed the exams, their respective time requirements, and in bold print their exact times and locations. Plan to arrive at the testing site 5-10 minutes before the start time on the schedule. We will begin promptly at the scheduled time in order to finish on time. The additional time built into the schedule allows time to pass out and collect exam materials.

I have also included a document entitled "Conduct of the examinations." Be sure to read this document carefully. I want to draw your attention to a couple of points in particular. Arrive on time. If you show up late, you will simply have less time to complete the exam, and if you arrive more than 30 minutes late, you won't be permitted to take the exam at all. Don't bring unauthorized materials, including food, into the testing room. In most cases, you will only need to bring pens to write with, though you can also bring pencils (for graphs), colored pencils (for marking text), and a ruler (for math exams). Finally, note that in "IB-speak" an exam proctor is known as an "invigilator." Hence, you may refer to me a "Sir Invigilator," though you must do so only with a straight face.

I would like each of you to email me (ruhlin_john@asdk12.org) to indicate that you have read and understood the points listed in the "Conduct of the examinations" document (and to ask any questions you may have). In your email, I would also like you to include the best phone/cell number where I could reach you if necessary. If you're already living in a post-email world, then you'll have to go really old-school and come to my office in the Cove to see me.

Please let me know as soon as possible if you have any questions or concerns. And don't forget to get plenty of rest and to eat well before your exams.

See you on exam day,

John M. Ruhlin
"Sir Invigilator"