



Education and Early Childhood Development  
Learning Resources and Technology Services  
Correspondence Study Program

Brunswick Place  
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## If you wish to graduate in June

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It can take six months to one year to complete one correspondence study course. You must plan to provide yourself with enough time to complete the course work and write your final exam if you want to graduate in **June**.

If you want to graduate in June, you **must** start your course as soon as possible and send your assignments to your marker **regularly**.

You **CANNOT** write a final exam until you have completed and passed all of your assignments. If you wish to graduate in June, you must follow the deadlines below.

Date for your marker to receive assignments: **May 15** (the marker will have until the end of May to complete the assessment and return the lesson.) Please do not send all of your assignments at once to your marker – Markers can accept up to 3 assignments at one time. Please try to submit your work regularly as you complete it. Markers may be unable to complete the marking of your assignments if you have not regularly submitted work. Don't wait until the last minute to submit your work - it is unfair to submit an entire course all at once and expect a marker to evaluate your assignments in a short period of time.

Date to submit completed exam application form (which will be sent to you by your marker when your final assignment is returned to you): **May 31**

Date to write final examination if you expect to graduate in **June** : on or before June 5.

### **Procedures for Exams**

Students will be expected to register in advance, and must bring their completed Exam Application form, as well as a piece of photo ID with them to their appointment.

### **Procedures for Exams written at Correspondence Study Offices (Brunswick Place)**

(applicable only if you plan on writing your final exam at our office)

Mid-term and final exams for Correspondence Study courses will now be written by appointment only on Wednesday and Friday of specific weeks. Students will be expected to register in advance, and must bring their completed Exam Application form, as well as a piece of photo ID with them to their appointment. Bring only what you need with you to write your exam. Cell phones, backpacks, etc. are not permitted in the examination area.

June & August exams can be taken any Wednesday or Friday by appointment. Please note, if you are a potential grad, you must write your exam prior to **June 5**.

Exams may be written at 9 am or at 1 pm. Exams are usually 3 hours in length. Your exam application will detail materials that are permitted in the exam. Cell phones, or other devices, other than calculators, are not permitted in the exam room.

If you intend to write your final exam in the Correspondence Study office, please make sure that you contact us in advance to reserve your spot. You can phone 424-4054, or email [csp@gov.ns.ca](mailto:csp@gov.ns.ca)