GLANMIRE COMMUNITY COLLEGE

2nd Year Christmas Exam Guidelines 2022

GENERAL INFORMATION

• The main exam centre will be the **SPORTS HALL**; shared centres in C18 & C16.

• All STUDY will take place in the SPORTS HALL except for students in shared centres, they will leave the Sports Hall after roll call and go to the shared centre for the day.

• Students are required to **ATTEND SCHOOL AS NORMAL** from 8.50am until the end of school day.

•It is expected that all students who do not have a scheduled exam will study in the hall / shared centre, where the quiet and ordered environment will be of great benefit.

• All students should **BE IN YOUR DESIGNATED SEAT AT 8.50am**. The day begins with a roll call by your Class teacher.

• For the duration of the exams, on Monday to Thursday LUNCH will be at the normal time of 1.10-1.50pm and break will be from 10.55-11.10. On Friday lunch will be from 11.00 to 11.30.

EXAM GUIDELINES

• **MOBILE PHONES SHOULD NOT BE USED IN THE EXAM HALL**. All mobile phones should be switched off and placed in your bag; this applies to all exams & study periods. Make sure you have a hard copy of all notes you require for study.

• **TOILETS** should be used **BEFORE** you enter the Sports Hall; they may only be used during the exam in case of absolute necessity.

• To ask a question, be excused for the toilet or if you require additional paper, please **RAISE YOUR HAND AND WAIT FOR AN INVIGILATOR TO COME TO YOU** – you should not leave your seat.

• Students that have prohibited materials or **ATTEMPT TO CHEAT** in an exam will have their exam cancelled.

• There is **NO COMMUNICATION** permitted**,** or attempts at communication of any type between students during an exam or study session. Students who attempt to communicate may have their exam cancelled.

• It is important that students **FOLLOW ALL INSTRUCTIONS CAREFULLY** when submitting exams at the end of sessions – do not leave your seat or attempt to communicate with another student until all exams are collected.