

GLANMIRE COMMUNITY COLLEGE



5th Year Christmas Exam Guidelines 2022

GENERAL INFORMATION

- The day begins with a roll call by your Class Teacher in your normal base room.
- Exams will take place in classrooms in the C Block: C15, C14, C11, C10, C5, C4
- C18 and C16 will be the Shared Centres. Students allocated to a shared centre should attend roll call in their base room, before going to their centre.
- C1 will be set aside as a study centre for the duration of the exams, except for Irish, English and Maths when it will be used as an exam centre.
- Students must be present for registration at 08.50am if they have an exam between 08.50 and 13.10. Students who are late may not be allowed to sit the exam.
- It is understood that some fifth-year students may prefer to study at home during the examination period. However, students are encouraged to use the facilities provided for them to study in school where the quiet and ordered environment will be of great benefit. Any student absent for a day or any part of the day will be marked absent from school for that day or part of the day. All absences must have an explanatory note from parents/guardians.
- Students who do not have an exam in the afternoon and wish to study at home, must sign out at Mr McGrath's office.
- Students who have an exam in the afternoon only, must sign in with Mr McGrath during the lunch break before proceeding to your exam centre.
- For the duration of the exams, Monday to Thursday LUNCH will be at 1.10-1.50pm and BREAK will be from 10.55-11.10. On Friday BREAK will be from 11.00 to 11.30.

EXAM GUIDELINES

- **MOBILE PHONES SHOULD NOT BE USED AT ALL.** 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** each exam session; they may only be used during the exam in case of absolute necessity.
- To ask a question, be excused to use 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.