



GLANMIRE COMMUNITY COLLEGE

3rd Year Pre-Examination Guidelines 2023

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** expect 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, 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 **BREAK** and **LUNCH** will be at the normal times. Friday Break will be from 10.30 to 10.45.

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.