



# GLANMIRE COMMUNITY COLLEGE

## 6<sup>th</sup> Year Pre-Examination Guidelines 2023

### GENERAL INFORMATION

- The day begins with a roll call by your Class Teacher in the normal Classroom except for Tuesday 31st January where you go straight to English exam centre at 8.50am.
- Exams will take place in the classrooms in the C Block: C15, C14, C11, C10, C5, C4
- C18 and C16 will operate as Shared Centres.
- C1 will be the main study centre for the duration of the exams. Students are encouraged to use this room as a quiet study hub to help prepare for their exams. However, this room will be used for Maths, Irish and English exams, whenever these exams are timetabled.
- Students must be present for registration at 08.50am if they have a morning exam.
- It is your responsibility to be in attendance prior to the start of each exam. Students who present late may not be allowed to sit the exam once it has commenced.
- Students must remain in the exam centre for the full duration of the exam. Students who complete an exam earlier than the allotted time may submit their paper and will be permitted to study **hard copy notes only** for their next exam.
- It is understood that some sixth-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, LUNCH times will change each day depending on the duration of the morning and afternoon papers. Please take care to read the exam timetable carefully.

### EXAM GUIDELINES

**State Examination rules apply to the running of the Pre-Exam. Please note the following:**

- **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 and 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 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.