

Advice to Students for Pre-Examinations

What do I need to bring with me to the examinations?

- **You should attend in Full School Uniform.** Tracksuits or non-uniform jackets are not allowed. You are permitted to wear additional clothing under your uniform if you need to stay warm.
- You should make sure to bring your own pens, pencils (for diagrams only) and your calculator.
- A clock will be on display in the centre, so you do not need to bring a watch (and also note the prohibition on smartwatches and other devices which is explained later).

How are the examinations supervised?

- A number of designated teachers will be assigned to supervise each examination centre and oversee the running of the examinations. This includes distributing examination papers and answer books, ensuring that the examinations start and finish at the correct times and that you have a suitable environment in which to sit your examinations. You are required to comply with the direction of the Supervising Teachers about all examination-related matters.

What do the colours of the examination papers mean?

- The papers are colour coded by level. You should familiarize yourself with the colours of the examination paper as this will help you to ensure that you have been given the correct level by the Supervising Teacher. It is your responsibility to select the correct level paper from the Supervising Teacher.

Can I change level on the day of the examination from the level that I originally intended?

- **No** – You will be required to sit the level decided by you and your teacher prior to the start of the pre-examinations. You will have an opportunity to review your level following the pre-exams and prior to the State Examinations in June. For the actual Leaving Certificate Examinations a student will be allowed to change their level on the day of the examinations.

Are there detailed rules regarding the conduct of candidates in the examinations?

- **Yes.** The rules for running the Pre-Examinations are the same as for the State Examinations. The full list of these rules is set in the “Extract from Rules and Programmes for Secondary Schools – Conduct of Candidates during Examinations”. It is your responsibility to ensure that you know the rules and that you always comply with them. The Following apply to all students:

What are the requirements for my attendance during the Pre-Examinations?

- Please bear in mind that different examinations have different start times, and we cannot have disruption of the examination centre during an examination. Students are not required to be in attendance when they are not sitting an examination, subject to the following conditions:

(a) Morning Examinations:

All students who have a morning examination must be in school before 8.50 a.m. on that morning irrespective of the start time of their examination. **Any student arriving after 8.50 a.m. may not be allowed into the examination centre and may not get to sit that examination.**

(b) Afternoon Examinations:

All students who have an afternoon examination must be in the examination centre at the end of the lunch break. **It is the responsibility of the individual student to make sure that they are familiar with the start time for every afternoon session.**

(c) Students will not be allowed to leave the examination centre until all the examinations have been completed and all papers collected. Students who have completed their examination will be allowed to hand their paper up to the teacher in charge and to study in the examination hall. However, **examination scripts cannot be handed up until at least one hour has passed** after the start of the examination.

(d) While it is not compulsory for students to be in attendance when they do not have an examination, every student will have the option of studying in the examination centre. We would strongly encourage students to use this opportunity.

(e) Students are asked to respect the local community and not hang around the school or local estates. This includes making sure to avoid littering the local area. Students who are leaving school at lunch break should go straight home.

(f) The school reserves the right to insist on all students always being in school during the examinations if we do not get full cooperation with the procedures outlined above.

Students wishing to use the bathroom, must sign out and leave their mobile phones on the desk. Please note mobile phones should not be on your person for the duration of the exams and study periods.

Are there rules on bringing notes, books, mobile phones, smart watches, electronic devices, etc. into the examinations centre or other rules about cheating?

There are very strict rules about what you can and cannot bring with you into the examination centre and about cheating or attempting to cheat in the examinations.

- Other than your examination paper or answer book, you must not have any books, memos, notes, or papers on your desk from when the exam paper has been distributed. You are permitted to study for your next exam, but only once you have submitted your completed exam scripts.
- **Mobile phones, smart watches, data banks, electronic equipment, etc., are strictly forbidden. You must not attempt to use any of these items (Please note that just having them represents a breach of the regulations).**
- You must not aid or attempt to aid another candidate.
- You must not obtain or attempt to obtain aid from another candidate.

- You must not communicate or attempt to communicate in any way with another candidate within the centre, or by electronic means with a person outside the centre.

What happens if I am suspected of cheating in the examinations?

- It is essential to uphold the integrity of the examination system and to underpin equity and fairness within the system to enable all candidates to display their achievements on an equal footing. If you are suspected of cheating during the examinations, the supervising teacher will furnish a report to senior management.

What are the penalties if I am found to have broken the rules?

- We strongly caution any student that might be tempted to cheat that serious consequences can result. You could lose the full result in a subject, or you could lose the results of the entire examinations.

Caring for our students

- The Pre-Examinations represent an important opportunity for all students to get a clear indication of the work they have done and still need to do. It also provides every student with a valuable opportunity to develop their examination techniques. We expect that all students will approach their pre-examinations in a positive and committed manner.
- We are keenly aware that this can be a stressful time for students and their families. It is important to bear in mind that while these examinations are very important, they are not nearly as important as maintaining good mental and physical health. Our Pastoral Care Team is available to any student who wishes to speak to someone.
- We wish all our students the very best of luck in the examinations and we assure you of our full support.