



Rules and protocols of in house exams

- All students will be issued with an **exam number** which denotes the seat that they are assigned to for the duration of the exams. Exam numbers will be posted on the relevant tutor room classroom door, the week prior to exams.
- The exams are designed to identify the areas that the students are proficient in and the areas that may require improvement. No student should be feeling uncontrollable stress or anxiety. (If at any time prior to or throughout the exams you feel stressed out, please let a trusted adult know).
- **All students must be on time for their exams. Any student who arrives late to the exam hall will be turned away. Every exam that students complete is a training session for Junior Cycle and Leaving Cert. Being punctual is a skill that all students must possess for exams. Latest time for entry is 8:45am. All exam halls will be open at 8:30am for study, with a supervising teacher present.**
- All students need to be in **full uniform** throughout their exams
- Students must bring with them to the exam hall the **stationery that they require** for that exam (pens, spare pens, rulers, calculators, log tables etc.)
- While in the exam hall students are either, **preparing for an exam, completing an exam or studying for the next exam**. Given that each exam is of one hour and ten minute duration it is not expected that any student will finish the exam early. However, in the event that they do finish early, they may raise their hand and alert the supervising teacher who will then take up their exam. At this point the student can study for their next exam.
- Any student **found to be interfering with the smooth running of the exams (talking to another student, distracting another student) will be removed from the exam hall and sent home**. Behaviour during the exams is very important so that all students are given the opportunity to study and complete their exams in a relaxed atmosphere.

The above rules and protocols are aligned to those that the boys will have to follow at Junior Cycle and later on Leaving Cert. Preparation is key!