

## **St Mary's Secondary School Policy on Examinations**

### **House Exam Rules**

- Students will be assigned seats in their exam centre on the first day of the exams and they must remain in the allocated seats for the duration of the exams.
- Students are asked to place their school bags at the back of the exam centre. Only pens and calculators are allowed. Students are not allowed to access their bags for the duration of the exam.
- Students must remain in the exam centres, working on their exam paper, for the duration of their exam.
- There can be no communication between students during exams. If a student attempts to communicate with another pupil, this will result in her exam being cancelled.
- Students must fill in exam booklet carefully.
- Study periods between exams will be run in accordance with the rules governing house exams. All students must study during these periods.
- All students must hand up all paper at the end of the exam, even if they haven't used it.
- Additional paper handed out will be dated and timed by supervising teacher.
- All students must be present for exams unless serious illness occurs. A doctor's certificate will be required in that instance. Appointments are not to be scheduled during exam time.
- Full uniform must be worn at all times – no make-up allowed.
- Punctuality is essential during the exams.

### **Mobile Phones**

- Students are not allowed to bring mobile phones into the exam centre.
- In the event of a mobile phone being used or ringing before or after an exam, the phone will be confiscated and normal rules apply.
- In the event of a mobile phone being accessed or ringing during an exam, the phone will be confiscated, the student's exam will be cancelled, the student will be removed from the exam centre, and parents will be informed.

**Requests in Relation to External Candidates**

St Marys Secondary school caters for current students of St Marys to sit their exams, JC and LC, in the school. In the event that a student leaves the school to go to another school for tuition, St Marys will not accept these students back to sit the JC or LC in St Mary's.

In the event that a pupil of St Marys repeats her LC in another school then that student has to sit her exam in her current school. She will not be accepted into St Marys to sit her final exams

**Review & Ratification**

This policy was ratified by the Board of Management on 01-05-14 and is subject to review as deemed necessary.

Signature of Chair \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_