

# **Christmas Exams 2024 Guidelines:**

## **Exam Papers**

- Common Exams
- Cabinets in staff room clearly marked – please place papers in correct place by Thursday 14<sup>th</sup> December
- Exam Stationery will be provided for all students and must be the only paper used.
- RACE is taking place in L13, L14 & U15. RACE exam papers need to be put into separate envelopes with student name, exam day/time etc by the class teacher and placed in plastic tub above filing cabinet. See attachment with RACE list.
- Cream paper is available for dyslexic students' exams to be printed on.
- Please return completed RACE & main centre exam papers to the green trays in the staffroom once the exam is over.

## **Exam Centres**

- 1<sup>st</sup> & 2<sup>nd</sup> years are in the Gym & Balcony with designated areas for each class. They are not to move seats after the first day. (2D & 2E are on the balcony)
- 5<sup>th</sup> years are taking their exams in rooms U9, U10, U11, U12, U19 & U20. There is some movement with these students during the week.
- Centres will be open 10 minutes before the exam starts and students leave after the exam for break or for going home. Students are kept for the full duration of the exam on the timetable.
- Bags to be left in a designated area beside class areas in the gym or on the floor at their desk in the case of the 5<sup>th</sup> years. Students may have their bag beside their seat for STUDY periods to avoid noise.
- Toilet breaks should be kept to a minimum. Students are to sign out & in to the book if using the toilet
- There will be study available every afternoon from 1.50pm – 3.34pm in the balcony for all students.

## **Block Classes**

- Block classes have been organised for 3<sup>rd</sup> & 6<sup>th</sup> year students to help them with revision and preparation for the Mock Examinations. Please plan accordingly for these block classes.
- There are no breaks during block classes.

## **Student Rules**

- All students have been addressed in advance of the exams regarding preparation and attitude towards exam week.
- A small bottle of water is allowed in exam centres
- No eating is allowed in the Gym or the classrooms.
- Students will be encouraged to go to the toilet before/after exams but some students may need to go. Only allow one student at a time (hall or classroom ) to go to the toilet.
- Students are to be in full uniform including footwear.

- Normal school rules apply.
- Students are to raise their hand if they need anything.
- Mobile phones must be switched off & in schoolbags (not on person)
- Standard calculators & not mobile phones to be used.
- Students should have all the equipment that they need with them for their exams.
- All students must remain for the entire exam duration.
- No talking/communication allowed during exams or study. Student risks having their exam cancelled.
- At the end of the exam students are to remain seated until each exam paper has been collected.
- Students are to tidy up around their desks at the end of the exam.
- 5<sup>th</sup> & 6<sup>th</sup> year students attend when they have an exam/ block class.