

# Mock Examination Regulations

**READ CAREFULLY!**

**MOCK EXAMINATION REGULATIONS WILL BE STRICTLY ENFORCED**

## **Before Exams:**

- **Normal school rules apply throughout the exams.**
- **Uniform regulations will be enforced & students who arrive without proper uniform will be sent to a deputy principal.** No additional time will be given if this happens.
- **It is your responsibility to make sure you understand your exam timetable.**
- **You are required to bring your school journal to school every day.**
- **You are required to attend at the exam centre 5 minutes before the start of any exam.** If you arrive late, you may be required to wait until all papers have been distributed to those who have arrived on time. Only then will you be allowed to take your seat. No additional time will be given if this happens.
- **LEAVING CERTIFICATE Students are required to attend only on days when you have exams.** If you do not have an exam, you may either study at home or come in and study in the Gym.
- **Junior Cycle students need to be present for all sessions- if you have no scheduled exam it is a study session in the gym.**

## **During Exams:**

- **You must sit in the seat assigned to you. If a supervisor asks you to move to another seat, do so without argument.**
- **You must not communicate in any way – verbally or in writing – with any other candidate once the exam has started.**
- **If you disrupt an exam, you risk having that exam - and possibly, all of your exams – cancelled.** Exam fees will not be refunded in this case and normal school rules re: blue cards / detention / suspension will apply and be used where appropriate.
- **You must remain in your seat throughout the exam.** If you need anything, you must raise your hand and wait, in silence, until a supervisor comes to you.
- ***Mobile phones must be switched off and left in schoolbags in assigned areas in the gym. Smart watches are not allowed.***
- Standard calculators (NOT mobile phones) are permitted in some exams but NO other electronic items (iPod, MP3 player etc.) are permitted. Such items may be confiscated.
- Books and notes may be used before exams start but must be left in a designated area during exams.
- Exam stationary will be supplied by the school. No other stationary may be used.
- Chewing gum is forbidden. NO food of any kind may be taken into the exam centre. You may bring a small bottle of water if necessary (500ml max). This must be kept on the floor, by your side.
- You should organise yourself so that you can remain in the exam centre for the FULL duration of the exam. Junior Cycle Students will not be allowed leave an exam early. Leaving Cert students must stay for the first 30 minutes- if you leave the exam early the time will be recorded on your script for your teacher/ parent to see.  
If you need to leave the exam centre for any reason, the following procedure will apply:
  - Your exam paper & script will be taken up by the supervisor and the time you leave will be recorded.
  - Only at this point will your exam and script be returned to you so that you may be allowed to continue with your exam.

**This process takes time out of your exam so should only be used in urgent cases.**

## **At the END of each EXAM:**

- Remain seated, in silence, while all scripts and exam papers are collected. Do not leave your seat until told to do so by a supervisor.**
- You must ensure the area around YOUR desk is kept tidy. Before you leave, gather any litter and place it in the bins provided near the exit doors.**