



ST. MARY'S SECONDARY SCHOOL

Holy Faith Convent, Glasnevin, Dublin 11



1st February 2019

Dear Parent(s)/Guardian(s),

As you are aware mock examinations will be starting on Monday 4th February. We aim to give the students an experience which will be as close as possible to the state examinations in June. While we cannot completely replicate the official state exam conditions we do want the students to be fully aware of the regulations that will apply and the consequences of breaching these regulations. Students must present punctually and as in state examinations will not be permitted to enter the exam centre once the exam has been in session beyond thirty minutes. Normal school rules apply during the examinations and students are expected to present in full uniform and are required to stay in the exam centre for the full time allotted to the exam in order to achieve their own personal best outcome in each subject.

During the state examinations in June mobile phones (on or off) are strictly forbidden during the exams. Posters reiterating this message will be clearly visible in all exam centres. In order to replicate exam conditions we are advising students to leave their mobile phones at home during the mock exams. If they must bring them to school we will be asking them to switch them off and leave them under their chairs face up in clear view of the superintendent. As in state exams when students need to use the bathroom facilities they will sign out with the superintendent and then sign back in again, and the time of leaving and returning will also be recorded on their exam paper. If a student has a mobile phone she will be asked to leave it on the superintendent's desk which is the same procedure that we use during normal school days.

During the state examinations students are not permitted to have any papers on the desk other than the examination paper and the answering booklets provided. The same regulations which can be found on examinations.ie will apply during the mock exams:

- Absolutely no sharing of equipment
- Students must come equipped with the necessary materials required for any given exam for example pens, pencils, calculators etc.
- No books or papers – other than exam papers and answering booklets provided by superintendents – are allowed in the exam centre (see below excerpt from SEC Candidate Information available to view at <https://www.examinations.ie/index.php?l=en&mc=ca&sc=gy>)

The same penalties will apply during the mock examinations which aim to replicate official examination conditions. 'A candidate is liable to have his/her whole examination cancelled if he/she';

- Brings into the examination hall, or has in his/her possession or under his/her control any books, notes, papers, etc., (other than the examination paper, and answer books, etc., supplied to him/her by the Superintendent):*
- Aids or attempts to aid another candidate:*
- Obtains or attempts to obtain aid from another candidate:*
- Communicates or attempts to communicate in any way with another candidate within the centre, or by electronic means with a person outside the centre:*

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We recommend clear plastic pencil cases and superintendents/supervisors may inspect the contents of any pencil cases brought into the exam centre.

We would like to wish all of our students the very best of luck in the upcoming mock examinations and hope that the experience of sitting them proves to be valuable practice for all our third and sixth years as they prepare for their important State Examinations in June.

We thank you for your continued support and look forward to your cooperation in relation to all of the above.

Yours Faithfully,

A handwritten signature in dark ink, reading 'Bernadette Bourke'.

Bernadette Bourke
Principal