



ST. MARY'S SECONDARY SCHOOL

Holy Faith Convent, Glasnevin, Dublin 11



28th November 2019

Dear Students, Parents and Guardians,

The Christmas exams for Junior and 5th year students will be starting on Monday 9th December and running until Tuesday 17th December. Classes as normal will resume on Wednesday 18th December. All internal house exams help to prepare students for the State Examinations, and in so far as is practical and possible, examination conditions should replicate those which exist in formal State Examinations. The guidelines below reflect good educational practice.

- Before the exams begin, students are required to carefully note the time, date and venue of each of their exams. Exam timetables are posted in each base classroom and available on the School App and the Website.
- For the duration of the exams, students will only have access to their lockers before the school day begins, so they must ensure they have all books and materials needed with them in advance.
- Junior students will start each day with a study period at 9am. This is **compulsory** for all students and roll call will be taken at the start of this period. Students must bring study materials with them for each day.
- Junior students will then have a break, followed by an exam in a core subject, then another break followed by another exam in a core/optional subject depending on the day. If a student does not take an optional subject they have permission to go home.
- 5th year students are required to be in school only for the exams in the subjects they study. Roll call will be taken in each exam for 5th years.
- If a student misses an exam due to illness, a medical certificate or a note from home is required.
- Students are required to be in the exam centres and ready to begin five minutes before the scheduled start time of the exam.
- Students are required to be in full school uniform including uniform shoes, school scarf (where required) and school jacket.
- Student bags and jackets are to be placed under their chairs and tables.
- Students are required to sit in roll order in classroom venues and according to a numbered seating plan in the choir hall (5th and 3rd years only).
- Students will be provided with all exam materials (exam paper, answer paper, graph paper, log books), but must provide their own writing materials and calculators/maths sets where required.
- No audio/video devices are to be used in the exam centres.
- Mobile phones must be switched off and placed on the student's bag, under the table face up and may not be used as a calculator or a clock.
- No food is permitted in exam centres. Water is allowed.
- Students are encouraged to use the bathroom before exams and during breaks, as they should not be leaving the exam centres unless there are exceptional circumstances. If a

student must use the bathroom, they will be required to sign out and to leave their phone with the supervisor.

- Any student found cheating (using notes, phones or communicating with other students etc.) in an exam will have their exam cancelled and a phone call will be made home.
- Students who disrupt the exams or fail to comply with the rules will be subject to the school's Code of Behaviour.

We wish all students the best of luck during the exam period and hope that the exams will enhance the teaching and learning of each student going forward.

Yours faithfully,



N. O' Donnellan
Examinations Coordinator



B. Bourke
Principal