



House Exam Guidelines at Ballymakenny College.

Central to any examination is the integrity of the exam itself and that requires having guidelines as to their operation. We can call this Exam Etiquette.

There are a few general guidelines we should uphold to ensure the effective operation of the exams for everyone.

Guidelines:

1. Students should not communicate with each other during the examinations (even if they are finished their exam) by any means (verbal or non-verbal). If a student has communicated with another student, the following will happen;
 - a. On the report home the student is given a **No Grade**;
 - b. They will receive a minus 5 on VSware;
 - c. House Leaders will ring home to let parents know this.
2. **Phones** should be powered off and stored in bags/lockers (phones cannot be on a student's person). **Smart Watches** are not permitted.
3. **Headphones** are not permitted during the House Exams. This is for the full duration of the examination block including the study block and if they finish the exam early.
4. Students are not permitted to eat during the House exams. They are permitted to drink water.
5. School bags are to be kept under students' desks for the duration of the exam. If they need to get something out of their bag, they must firstly seek permission from the supervising teacher.
6. If students require iPads to study, they cannot playing games on them. A student who is on games during the examination will also receive a minus 5 on VS.
7. If students are finished early, they are permitted to study for their next exam but only during the last 20 minutes of the examination block.
8. To give every student an opportunity to concentrate, toilet breaks are not permitted during the first and last 20 minutes of each examination block.
9. **Pencil cases** - these are not permitted on desks - they must take out what they need at the start of the block and then put pencil cases in their bags.
10. Students are not permitted to put their head down during an examination block.