



In-House Exams

Student Guidelines & Procedures

Please read these carefully as they will apply to all In-House Exams

- Students should turn up for their exams ON TIME to ensure they have given themselves every opportunity to achieve to their potential. This also ensures other students are not disrupted.
- Students should bring all relevant equipment for their exams, e.g. tech sets, calculator etc. Please organise what you need in plenty of time and NOT as the exam is about to start.
- Students should sit in their appointed seats at the beginning of each exam.
- Students are expected to work silently for the full duration of each exam. Raise your hand if you have a question.
- Anyone who disrupts an exam will be referred to their Year Head at the earliest opportunity.
- Students should not ask to go to the toilet during the exams unless it is genuinely necessary or the exam is a lengthy one.
- Students who are exempt from Irish and French use those timetabled exams for study.
- If a student feels they are finished their exam, they should go over their paper again to check for mistakes/attempt unanswered questions/answer further questions.
- Normal school rules apply regarding behaviour and uniform.
- **Use of phones is strictly forbidden.**
- Students must keep the area around their appointed seats litter free. Eating is not allowed during exams except for medical reasons.
- Students are responsible for ensuring that their exam paper is handed up to the designated teacher at the end of the exam.
- Students remain seated until all exam papers are collected and they receive instructions from a teacher that they can leave.
- **Students CANNOT LEAVE EXAMS EARLY.**
- Cheating or attempts to cheat in exams are not acceptable. If a teacher believes that you have cheated or attempted to cheat, your exam will be taken from you and you will be asked to start again. The matter will be dealt with by your year head as soon as possible and you will be given opportunity to make your case at that point.
- Students should try their best. Don't give up easily. Try, Try, Try.

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