

GLENART COLLEGE – EXAM CENTRE RULES FOR STUDENTS

- Students must have their own refill pad, pens, pencils, eraser, ruler, colours etc. Borrowing equipment from another student is not allowed – this disturbs other students.
- Students must have their own calculator, maths set, formula and table books.
- Students are to wear full school uniform on all days of exams.
- Talking or any other form of communication is not allowed, and students must put up their hand and wait for a teacher to come to them before they speak. If a student is found communicating or engaging with other students, their exam maybe cancelled.
- Students must bring books with them to study – there may be time allocated before the start of an exam.
- There are three sessions each day:
(SESSION 1) 9.00 - 11.00
(SESSION 2) 11.20 - 1.20
(SESSION 3) 2.00 - 4.00
- Students sitting exams must be in their allocated places by 8.50am, 11.15am or 1.55pm for their respective exams. Arrival after these times may result in the student being refused entrance to the exam centre.
- No student is allowed to leave the exam hall before the exam is finished. If you finish the paper early take book out to study.
- Catch up exam periods have been provided for all groups except LCA.
- Toilet breaks must be kept to a minimum. Students will leave their mobile phone on their desk when they go to the toilet.
- Only water is permitted in the exam centre, no other food or drink
- The same break and lunch times apply for all exam classes and for 3rd and 6th years. 11.00-11.20 and 1.20 - 2.00.
- Students must enter and exit the exam centre quietly and go straight to their allocated seat.

- Students who cause a disruption will be asked to leave the exam centre and will be sent home. No misbehaviour of any kind will be tolerated.
- There will be no tutorial during the exams
- 1st and 2nd year exams will be held in the Gym.
- All MUSIC exams will be held in GF19.
- Most DCG and GRAPHICS will be held in GF34. 6th yr DCG will be in GF27.
- COMPUTER SCIENCE will be held in FF12.
- On the first morning, 1st and 2nd years are to wait in the GPA to be called to the GYM and allocated their seats. Student names will be stuck onto each table. I would ask staff to make themselves available to help with the seating of students if they can please.
- LCA 1 and LCA 2 will be in room GF 43
- 5th years will be in the following rooms:
 - 5 FITZGERALD - GF 34
 - 5 DELANEY - GF 35
 - 5 KEALY - GF 36