



Rules and Regulations During State Examinations

Junior and Leaving Certificate

Key Words

- ❑ **Superintendent**- the person who supervises each exam centre
- ❑ **Exam Centre**- in Maryfield this is the assembly hall, art room and a selection of classrooms
- ❑ **Candidate**-the student sitting exams




Conduct of Candidates

- **Normal school rules apply**




Punctuality

- ❑ **It is your responsibility to note carefully the times and dates of your exams**
- ❑ **On the first day of your exams, you must be present in your centre at least half an hour before hand**

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- ❑ **On every other day, you must be present at least fifteen minutes beforehand**
 - ❑ **You will not be admitted to any exam if you are more than thirty minutes late**

Leaving the Room


- ❑ **You cannot leave the exam until after thirty minutes**
- ❑ **You are not allowed leave the exam during the last ten minutes**
- ❑ **You must ask for permission from the superintendent to leave the room during the exam**


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- ❑ **Permission may or may not be given**
 - ❑ **The time of your departure and return is noted on your exam paper**



Behaviour During Exams



- ☐ You must hand the answerbook and question paper to the superintendent before you leave
- ☐ If you need to attract the attention of the supervisor, you raise your hand
- ☐ You must stay in the place given to you by the superintendent for the duration of the exams

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- ❑ It is your responsibility to notify the superintendent if you have been given an incorrect paper or level for your subject**
 - ❑ In subjects where there is more than one paper, you must take same papers at the same level**

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- ❑ **Do not write your name on any answerbook. You should enter your examination number on every envelope , answerbook, map, drawing or sheet of squared paper**



Remember

-  **You may be asked to leave during the exam at any time if the superintendent feels your behaviour is disruptive to the smooth running of the exam or to other candidates**
-  **Do not start writing until told**



You Are Not Allowed to Bring Into the Exam;

- ☐ **Books**
- ☐ **Paper**
- ☐ **Notes**
- ☐ **Mobile phone**




Calculators

- ❑ **Approved calculators allowed**
- ❑ **Will not be supplied to you**
- ❑ **Your responsibility to make sure it works**
- ❑ **Must be silent**
- ❑ **No borrowing**
- ❑ **Programmable calculators not allowed**
- ❑ **Check with your teacher**
- ❑ **Calculators may be inspected**
- ❑ **Note make and model**



Reminders

- ❑ **A list of exam centres will be posted on the notice board outside the assembly hall or in the front hall**
- ❑ **Avoid stressing other students**
- ❑ **Consider how your behaviour affects them, eg, chewing gum, toilet breaks etc**

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- ❑ **Remain in your seat until all papers have been collected**
 - ❑ **NO communication with other students**
 - ❑ **Your paper may be cancelled**



Science Coursework A

- ❑ **All students must bring with them their mandatory experiment copies.**
- ❑ **Arrangements made with science teachers**
- ❑ **Ms. Carroll will collect them outside the assembly hall before the exam**



School Rules

- ☐ Full School Uniform - Old Uniforms**
- ☐ You must leave the centre at lunch time**
- ☐ Normal School Rules Apply**



Do not leave exams early

- **Attempt all answers. You have spent three years working for this exam.**

And Finally...

Good Luck !