

# Exam Guidelines



Bord Oideachais & Oiliúna  
**LUIMNIGH & AN CHLÁIR**  
**LIMERICK & CLARE**  
Education & Training Board

Wednesday 8<sup>th</sup> June 2022

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Please see some general guidance that may be of benefit to those starting their exams tomorrow.

The Exams begin on **Wednesday 8<sup>th</sup> of June at 9.30am** at both Junior Certificate and Leaving Certificate and at **9.45am** for Leaving Certificate Applied. On the first day, students should be in the school at least 30 minutes before the exams begin. This is the first morning of the exams and the supervisors use it as time to seat the exam candidates, take them through the exams process, expectations, rules, etc.

- Leaving Certificate students should proceed to PE hall on the ground floor of the new building, this is their exam centre.
- Leaving Certificate Applied students should proceed to Ms Herbert's office and they will be directed to their exam centre on the first floor in the new building.
- Junior Certificate students should proceed to Ms Herbert's office and they will be directed to their exam centres on the first floor in the new building.

As the Convent building is closed for building work, all exam centres are in the new build. This includes special centres. Students assigned to these must report to Ms Herbert in the morning (LC & JC).

**Many students make their own travel arrangements for the duration of the exams, so parents/guardians should note the start and finish times of all exams.**

A student is permitted to be 30 minutes late for an exam but after that time, they will not be permitted to enter the exam hall/room, so it is very important that they are on time for each morning and afternoon exam.

**If a student is late, that time is not added on in the exam, the student has lost that time.**

Students are not permitted to leave the exam hall/room for the first 30 minutes of the exam but after this, they may leave. **We strongly advise students to use all their time in the exam.**

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**Once a student leaves the exam hall/room, they must also leave the school as we do not have the facility to allow them stay within the school due to the building work in the Convent. We ask that students have arrangements in place to be collected after exams.**

Bus Eireann buses and the private school bus run at the normal school time in the morning but the evening departures are dictated by the Leaving Certificate timetable. This means that a bus will not leave until after the last Leaving Certificate exam on the day. If a student has no exam in the afternoon they will have to wait until that evening for the bus. This may mean finishing an exam at 11.00am and waiting until 5.00pm for a bus.

**Students must attend in full uniform for all exams.** The school dress code is still applicable throughout the duration of the examinations. Students in breach of the school dress code (hair styles/cuts included) will be asked to rectify any issue before sitting an examination. **The rules of the school apply throughout the duration of the exams** and this is highlighted in our school Code of Behaviour. Students are the responsibility of the State Exam Commission (SEC) during exams but before and after the exams, they are bound by the school rules as normal.

If a student is caught cheating, they will be dealt with by the SEC and the school will not be in any position to intervene.

Students must hand up their mobile phone before each exam and can collect it after the exam. The supervisors in each exam centre will explain this.

**The school canteen will not operate during exams. Students normally make their own arrangements to eat up town or to be collected and brought home for lunch and returned to school if they have an exam in the afternoon.**

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Students should be prepared for every examination they have to sit. They should have pens, pencils, colours, drawing/mathematical equipment and most importantly a scientific calculator. They will not be allowed share these in the examination hall.

We ask that students return their books at the end of each exam. Designated drop of points will be identified to students and they can leave their books as they finish their exams.

We wish all our students the very best. They have done as much as they can and now they need to get a good nights rest and we will see them in the morning.