

Christmas Assessments 2022- Guidelines for Students and Parents/Guardians

1. School rules apply for the duration of the assessments.
1. Mobile Phones and smart watches must be off & out of sight for the duration of the exams.
1. All students sitting a morning examination will be expected to be in school for 8.57 a.m. irrespective of the start time of the examination. Students with a morning exam must be present for morning roll call
1. Morning and lunch break time will be at the usual times.
1. Students should leave their bags **under their chairs**. Students will be allowed to bring into the examination centre whatever material is required for the examinations. They will also be allowed to bring material to study. At the beginning of an examination this material should be **placed in their bags** and cannot be referred to until after the allocated time for the exam has passed.
1. Students taking Maths, Art or any other subject which requires specialised equipment must have all necessary equipment for the exam, eg set squares, calculators, compass, coloured pencils etc. Students are not allowed borrow from other students during the exam, as per State Examinations procedures.
1. Students are allowed to use toilet facilities during the examination. Only one student per class group is allowed leave the exam centres at any one time. Students may not leave the examination during the first 20 minutes or the last 20 minutes of the exam.
1. Students not sitting an examination during the morning may come into school during lunch break. Students coming to school for an afternoon examination must be in school for the 2.00p.m. roll-call. A note should be presented explaining the morning absence.
1. If a student is caught copying, the student may be allowed finish the examination, but the incident will be noted on the answer book and the issue will be addressed in line with the Code of Behaviour.

Signing out

Students not sitting an examination in the afternoon will be allowed to go home at lunchtime provided:

(i) A separate note with the relevant date is produced for **each occasion** on which a student is leaving school for the afternoon.

(ii) Students will not be allowed to sign out of school except at the end of the morning session i.e. 1.20p.m. We are asking parents/guardians not to provide students with "permission to leave" notes for any other time for the duration of the examinations.

(iii) Students must sign out in the official college signing out sheet and **must be collected by a parent / guardian or the person named in the parent's / guardian's note as per school policy.** The procedure for this will be explained to students.

We wish all students the very best in their assessments.