

**29 January 2020**

Dear Parents/Guardians

This year's Pre-Examinations will commence on Monday, 3<sup>rd</sup> February and finish on Friday 14<sup>th</sup> February 2020. I would like to make you aware of the following arrangements which have been put in place for the examinations. These arrangements are designed to provide your son/daughter with an examination experience which is as close as possible to the actual state examinations in June. It is therefore imperative that all students co-operate fully with the procedures in place.

**1. Attendance**

Please bear in mind that different examinations have different start times and we cannot have disruption of the examination centre during an examination. Students are not required to be in attendance when they are not sitting an examination, subject to the following conditions:

**(a) *Morning Examinations:***

All students who have a morning examination must be in school **before 8.50 a.m.** on that morning irrespective of the start time of their examination. **Any student arriving after 8.50 a.m. will not be allowed into the examination hall and will therefore not be allowed to sit that examination.**

**(b) *Afternoon Examinations:***

**All students who have an afternoon examination must be in the examination centre at the end of the lunch break.** It is the responsibility of the individual student to make sure that they are familiar with the start time for every afternoon session.

(c) Students will not be allowed to leave the examination hall until all the examinations have been completed and all papers collected. Students who have completed their examination will be allowed to hand their paper up to the teacher in charge and to study in the examination hall. However, examination scripts cannot be handed up until at least one hour has passed after the start of the examination.

(d) As per state exams, Mobile phones or Fitbit devices are not permitted in the exam centre.

(e) While it is not compulsory for students to be in attendance when they do not have an examination, every student will have the option of studying in the examination hall. We would warmly encourage students to use this opportunity.

(f) Students are asked to respect the local community and not hang around the school or local estates. Students who are leaving school at lunch-break should go straight home.

(g) The school reserves the right to insist on all students being in school at all times during the examinations if we do not get full co-operation with the procedures outlined above.

## **2. Reasonable Accommodations**

We receive no assistance from the Department of Education & Skills to accommodate students with additional educational needs in the pre-examinations. Therefore, while we make every effort to accommodate students, we may not have the resources to fully accommodate all students. We will however do the very best that we can, with the limited resources at our disposal.

## **3. Correction of Pre-Examinations**

The Junior Certificate examinations will be corrected independently outside of the school. The Leaving Certificate examinations will be corrected by the individual subject teachers in the school.

## **4. State Examination Fees**

The Department of Education & Skills charges a fee to all students doing state examinations in June. This is waived in the case of current medical card holders. While this is administered through the school, the school itself has nothing to do with setting the amounts nor can we offer concessions. This is the responsibility of the Department of Education & Skills. The DES usually look for these fees in early to mid-March. As a rough guide to this cost, the State Exams Fees last year were:

*Junior Certificate:* €109

*Leaving Certificate:* €116

We will inform you when we receive confirmation regarding this year's fees and the deadlines for payment to the DES.

## **5. Caring for our students**

These pre-examinations represent an important opportunity for all students to get a clear indication of the work they have done and still need to do. It also provides every student with a valuable opportunity to develop their examination techniques. We expect that all students will approach their pre-examinations in a positive and committed manner.

We are keenly aware that this can be a stressful time for students and their families. It is important to bear in mind that while these examinations are very important, they are not nearly as important as maintaining good mental and physical health. Our Pastoral Care Team is available to any student who wishes to speak to someone. We wish all our students the very best of luck in the examinations and we assure you of our full support.

Yours sincerely,

Ronan McCarthy	Principal
Gertie Cahill	Deputy Principal
Sean McGrath	Deputy Principal
Seamus Kennefick	Deputy Principal