

Borrisokane Community College Exams Policy

Reviewed March 2018

State Exams:

In order that students give themselves the opportunity to achieve their best in state examinations it is recommended that all Junior and Leaving Certificate students remain in their exam centre until the end of the examination session.

Junior Certificate students who decide to leave the exam centre before the end of the examination period will be detained in a classroom for a period longer than that of the duration of the exam. Students will be expected to sit quietly and prepare for future examinations.

Misbehaviour during the state examinations period will be dealt with in line with Borrisokane Community College Code of Behaviour.

House Exams

1. **Venue:** The Sports Complex is a suitable area to accommodate students sitting house exams. Examinations will also be accommodated in classrooms. The Lecture rooms due to space are a very suitable area. House exam venues will as far as possible mirror state exam venues.

2. **The role of the supervisor:**

To allow for efficient supervision the following is recommended.

- (a) A teacher assigned to supervision should make him/herself available for same.
- (b) A supervisor should give his/her undivided attention to the task and not do corrections.
- (c) Supervisors should not hold conversations amongst themselves
- (d) Sanctions should be invoked by supervisors in the event of rules being breached by students
- (e) Supervisors should only clarify confusion arising from an exam paper, not help students overcome a lack of knowledge
- (f) Copies of the timetable will be placed around the school.
- (g) Students needing to use the toilet facilities (in exceptional circumstances) should be accompanied by a supervisor to the door of the exam centre
- (h) If a student leaves the exam centre during the exam the supervisor must record this on the students exam script showing time left and time returned.
- (i) All supervisors should be present throughout the exam period
- (j) Supervisors should not leave their centre until the next supervisor arrives to take over.
- (k) Instructions on exam papers should be clear and writing legible
- (l) When teachers are organising exams they should ensure that there is sufficient work for the students for the period given

3. **Exam Centre Rules:**

- (a) Schoolbags must be closed and tucked underneath their desk for the duration of the exam.
- (b) Mobile phones/Musical Equipment must be left in schoolbag and turned off.
- (c) Students should use toilet facilities before entering the exam centre, so they do not have to leave during the exam.

- (d) Students must remain in assigned seat until all scripts are collected and permission given to leave.
- (e) Remain silent while in the Exam Centre

A summary of rules for students will be displayed in exam centres and around the school. Teachers can draw attention to this if any issues occur.

4. Arrangements for examination papers

- (a) The Deputy Principal will decide on a location for the exams
- (b) Year Head will prepare a list of students for each centre and a seating arrangement.
- (c) Papers to be supplied with the details on the envelope completed and the correct number of papers for each level in each centre.
- (d) Envelopes to be given to Deputy Principal well in advance of the exams. A box for this purpose will be available in the Deputy Principals Office.
- (c) The envelope with exam scripts will be given to the supervisor prior to the exam. Class teachers will not be required to hand out exam papers.
- (d) Answer books will be supplied to students for Mock Exams. For all other House Exams, students will use their own A4 Pad.
- (e) Exam Centres should be locked at the end of each exam session by the supervisor. Please ensure that both sides of double doors are locked.
- (f) Rules and regulations for state exams are given to each student prior to the mock exam.

5. Sanctions

- (a) Isolate students within the exam centre as far from peers as possible.
- (b) Students who do not sit quietly when finished should be given additional work e.g. a penalty sheet
- (c) Students causing **major disruption** will be treated in line with the code of behaviour for a student causing major disruption in a class i.e. contact Principal or Deputy Principal who will remove student from the centre.

This policy was ratified by the Board of Management on May 1st 2018 and will be reviewed on a regular basis.

