



Borrisokane Community College



Examinations Policy



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Borrisokane Community College Exams Policy



Mission Statement

We seek to promote a caring and committed school community which will facilitate the education of our students and where each individual is valued as a unique human being.

"Is ar scáth a chéile a mhairimid"

State Exams

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

Students who decide to leave the exam centre before the end of the examination period are asked to sign out and leave the school premises.

All instructions from the invigilator must be followed. 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. 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 themselves available for same.
- b) A supervisor should give their undivided attention to the task.
- 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 are drafted and sent to staff by Deputy Principal (DP). Once finalised DP/Year head shares timetable by email with students.
- g) Students needing to use the toilet facilities (in exceptional circumstances) sign toilet sheet with time leaving and returning.
- h) All supervisors should be present throughout the exam period.
- i) Supervisors should not leave their centre until the next supervisor arrives to take over.
- j) Instructions on exam papers should be clear and written legibly.
- k) When teachers are preparing exams, they should ensure that there is sufficient work for the students for the period given

3. Exam Centre Rules:

- a) Schoolbags must be left at top of exam hall/room.
- b) Mobile phones/earphones are collected the morning of the exam, stored securely and returned at end of the day.
- 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.
- f) A summary of rules for students will be displayed in exam centre. Teachers should draw attention to this if any issues occur.

4. Arrangements for examination papers

- a) The DP 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. Special centre exams are to be placed in individual student envelopes by teacher.
- d) Envelopes to be given to DP well in advance of the exams. A box for this purpose will be available in the DPs Office.
- e) 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. Supervisors at the end of exams, collect and return exam scripts to DPs office. This includes supervisors from special centres.

- f) Answer books will be supplied to students for Mock Exams. For some other house exams, students are expected to have their own A4 Pad.
- g) Exam Centres should be locked at the end of each exam session by the supervisor.

5. Sanctions

- a) Isolate students within the exam centre as far from peers as possible.
- b) Students causing **major disruption** will be treated in line with the code of behaviour i.e. contact Principal or DP who will remove student from the centre.

This policy was ratified by the Board of Management on 30 April 2026 and will be reviewed on a regular basis.