

## Leaving Certificate 2024 - Reminders and Regulations Scariff Community College

- Have an exam timetable - Make sure you know times and dates of exams and you have looked at this with parent/guardian at home.
- There will be no access to the main school building or new building for study etc during the State Examinations.
- You need to have transport/ collections etc arranged carefully. Students who drive may park their vehicle in the staff car park by School Main Door
- Know your exam number - you won't be writing your name or school name on an exam script.
- Full and proper uniform to be worn for the duration of the State Exams.
- Day 1 you need to be in the Exam Centre (Hall) at least 30 minutes before the exam. There will be a notice on the exam hall door with the names of students and the centre they should go to
- On all other days you should be there 15 minutes before exam starts. Latecomers will not be allowed into the exam centre once 30 minutes has elapsed.
- The Supervisor will assign you a seat and you must always follow their instruction.
- Equipment – Make sure you have all the correct equipment organised well in advance - borrowing of equipment is not allowed. You need to check you have the right calculator and organise drawing equipment for DCG etc including drawing boards.
- Log tables will be supplied - you do not bring your own into exam hall.
- Mobile Phones and smart watches are not allowed. There will be a clock in every exam centre.
- Toilet breaks are at the discretion of the Supervisor, and these should be kept to a minimum to minimize disruption to others in the exam centre.

You quietly put raise your hand to gain the attention of the supervisor ask for permission to use the bathroom – they will need to note this on your exam script.

- Exam durations are appropriate to the time needed to complete the exam. Please give yourself the best possible opportunity of succeeding by remaining in the exam centre for the duration of the exam.
- If you do leave an exam centre early who must promptly and quietly leave school the premises.
- Be very careful with the presentation of your work – Neatness hand writing, basic grammar rules capital letters, punctuation and use of paragraphs where relevant are vitally important. Outside examiners will correct your work they may not be familiar with your own style of handwriting etc so be very attentive to this.
- This year many of your subjects are being scanned for the correction process – pencil should only be used for drawings or where a teacher has advised as it may not scan properly. All work needs to be contained within the margins on the pages and there are pages at the end of all your answer booklets where you need extra space to finish an answer. Just be careful to label this work properly so that the examiner knows what it relates to.
- Remember to attempt all questions – don't leave blanks if a question is particularly challenging it is possibly very challenging for everyone, so you need to use the information that you have to give it your best shot.
- No food is allowed in the exam hall and water is at the discretion of the supervisor.
- No talking or communication with other students - any breach of exam regulations will be taken very seriously.
- Remember Ms McNamara and Ms Kenneally will be in the school and you need to contact them if you need anything during the Exams.
- Normal school rules apply - you need to be polite and courteous as you always are - do your best in all your exams and when you have one exam done just focus on the next one.

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