



## Loreto Secondary School

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30<sup>th</sup> May 2019

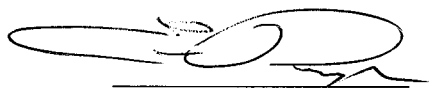
Dear 6<sup>th</sup> yr Student

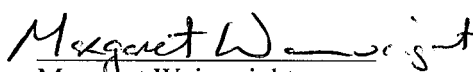
We hope your preparation for the Leaving Certificate is going well. We want to take this opportunity to wish you well and to remind you that we will be here during the days of the examinations to help and support you as best we can. We want you to perform to the best of your ability and achieve the grades you are hoping for. We would like to take this opportunity to draw your attention to the following:

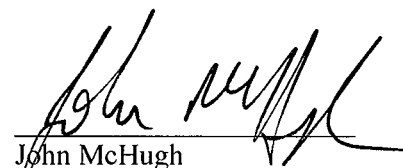
- In order to re-emphasise some points in regard to the Leaving Certificate examination we will hold an assembly in the Mary Ward APA on **Wednesday 5<sup>th</sup> June at 8.50am**. All Sixth Years are asked to attend.
- As well as complying with the school's code of behaviour, students must familiarise themselves with the rules set out by the State Examinations Commission (SEC), some of which can be found overleaf (a full set of instructions can be found on [www.examinations.ie](http://www.examinations.ie)). Failure to abide by the school's code of behaviour and/or the SEC's instructions may have serious consequences and sanctions.
- During the examinations — as a special concession to Sixth Years — you may wear a white aertex shirt. School ties need not be worn. However, please note that the rest of the school uniform **must** be worn during the examinations.
- Please remember it is school policy that students remain in their exam centres until the full time of the exam has elapsed. A copy of the exam timetable is enclosed so that you will be aware of the starting & finishing times of all exams.
- **Punctuality** during exams is critical as failure to be on time may result in you not being allowed to enter the exam centre. **(please note there are road works scheduled to take place on Vevay Rd starting on 6<sup>th</sup> June, please allow extra time in case of traffic delays)**
- Students must supply their own pens, pencils, colouring pencils, calculators, mathematical instruments, etc. Borrowing equipment during the exams will not be permitted by the SEC.
- The students will be able to access some rooms to study between exams if they have two exams on the same day.
- The Parents' Association will be having a second-hand uniform sale on Saturday 22<sup>nd</sup> June.
- Students must have their lockers emptied and locks removed from the lockers by Friday 7<sup>th</sup> June.

We wish you all the very best in your studies and examinations.

Yours sincerely

  
Emma Raughter  
Principal

  
Margaret Wainwright  
Deputy Principal

  
John McHugh  
Deputy Principal

## **Conduct of Candidate during Examinations (an *extract* from SEC exam guideleines full details on [www.examinations.ie](http://www.examinations.ie) )**

- It is each candidate **own responsibility** to note carefully the days and hours, as fixed on the timetable, for the examination in the subjects in which the candidate intends to present himself/herself
- Candidate is required to be in attendance at the examination hall at least **half an hour** before the exam commences in their **first exam subject**. On subsequent days they are required to be in attendance at least **15 minutes** before the hour stated in the timetable
- A candidate **may not be permitted** to leave the hall and return during the exam period unless the Superintendent is satisfied that the candidates need is genuine (e.g. because of illness) the candidate must hand up the answer book and exam paper to the Superintendent on leaving the hall.
- A candidate **must occupy** during the entire exam the **place assigned** to him/her by the Superintendent.
- A candidate should **raise his/her hand** if he/she wishes to attract the attention of the Superintendent during the examination. It is the candidate's responsibility to ensure that he/she brings to the attention of the Superintendent if he/she has not been provided with the level of the examination paper at each exams that he/she is due to take
- **No candidate** shall write his/her **name** on any answer book or paper supplied
- **A candidate shall not, while in the Examination hall use of attempt to use any book, memorandum, phone, notes or paper, shall not remove any pages from the answer book**
- **Aid or attempt to aid another student**
- **Obtain aid from another candidate**
- **Communicate or attempt to communicate in any way with another candidate within the centre or by electronic means with a person outside the centre**
- A candidate must enter their exam number on the front of the answer book
- At the conclusion of the examination each candidate **seal his/her** answer book and remain in his/her seat until the Superintendent until the superintendent has collected the answer book
- A candidate shall in all matters relative to the examination submit to and **obey** the **directions of the Superintendent**
- A candidate **may be expelled** from the examination hall if his/her behaviour is such as to **jeopardise** the successful conduct of the examination
- Where the Commission forms the view that there has been a violation for these rules, it should **inform the Department** and it will be the **Minister of Education** who will decide on the penalty to be applied

N.B. Communication includes mobile phones or electronic communication devices, anybody bringing in such phones/devices to an exam centre is at risk of becoming disqualified from that exam and subsequent state exams.