



St. Mary's C.B.S
Borris Road,
Portlaoise,
Co Laois.
R32C923

Phone: 0578635041
Charity Number: 20147365
School Roll Number: 63430G

*Principal: Ms Maura Murphy
Deputy Principal: Mr Brian Thompson
Deputy Principal: Mr Cyril Mulligan*

Dear Parent/Guardian,

As you are aware, the mock exams will take place from the 27th of January (Leaving Cert). All students will be provided with a timetable for their exams via the school app...

The mock exams are a good indicator of projected attainment in the June examinations. They provide feedback for both the student and the teacher which highlight areas in which the student is progressing, as well as areas that need to be emphasised for improvement. It is therefore essential that students make their best effort when completing these exams in order to gain an accurate evaluation of their progress to date.

Students are expected to be present for all examinations that they are registered to sit in the State Examinations in June. There will be no opportunity to re-sit an examination that has been missed due to absence. Students should only attend at times when they have exams with the appropriate signed note. If they do not have a timetabled exam then they can study at home with their parents' permission.

Normal school rules apply during the examinations and students are expected to present in full uniform. They are required to stay in the exam centre for the full time allotted to the exam in order to achieve their own personal best outcome in each subject. As on all other school days, punctuality is important during the mock examination period. Students should arrive at school on time and fully prepared for each exam.

It is recommended to arrive at least 15 minutes before the official start time but must be in their centre at 9:00am for morning exam and 1:00pm for afternoon exam, in order to organise any materials that are required for that exam. Arriving after the start time is extremely disruptive, causes distraction and increases anxiety for other students. Please note that students will not be given extra time to finish exams in the event that they have arrived late.

Students must be in their respective exam centres at 9:00am and 1:00pm where they will remain until 12:18 and 4:00pm. Exams are replicating SEC times where possible so even if exam is scheduled to finish at 12:00 students remain in their centres until lunch break at 12:18.

All junior cert exams commence at 10:18am and 2:00pm but students will be in exam centres at 9:00 and 1:00 respectively.

Lunch breaks for all exam students is 12:18-1:00pm and small break for 3rd years only is at 10:00-10:18.

During the mock exams it is hoped to reflect the conditions that will be adhered to during the State Examinations in June. This will help students to experience the exam situation and therefore prepare themselves for what to expect. As such, students are expected to conduct themselves as they would during the official state exams:

RULES FOR MOCK EXAMS

1. Full school uniform must be worn at all times (not PE gear).
2. Students must check the mock exam timetable noting the start time and room for each exam.
3. Students must be on time for every exam and are not allowed to leave before the exam finishes.
4. **Students must sit where the supervisor requests.**
5. If a student requires assistance they must raise their hand and the supervisor will come to them.
6. Mobile phones, MP3 players etc. must be switched off and out of sight, otherwise they will be confiscated. Students should wear a watch to know the time.
7. All students must have their own pens, calculators, log tables and necessary equipment etc .Sharing of equipment is NOT allowed.
8. **To avoid disturbing the exam, students are requested to go to the toilet before the exam begins.**
9. NO eating during the exam.
10. Students are not allowed to communicate in any way with other students for the duration of the exam.
11. **Students who disrupt exams or who are caught cheating will be sent home immediately and may be excluded for the remainder of the mock exams.**

12. Students are not allowed to leave the exam early even if they are finished.

Students must bring the relevant books/copies to study for the next exam. (No permission to go to lockers during the exam).

13. Students who are on report must ensure that their report is on the supervisor's desk during each exam.

14. All students doing exams must attend school as normal. Only if a student does not have an exam or timetabled classes can a parent/guardian allow them to study at home. A note in the diary is needed and students must follow the normal procedures for signing out.

15. For a full list of regulations that are expected during the State Examinations, please refer to the following link: <https://www.examinations.ie/index.php?l=en&mc=ca&sc=gy>

The same penalties will apply during the mock examinations which aim to replicate official examination conditions. 'A candidate is liable to have his whole examination cancelled if he;

1. Brings into the examination hall, or has in his possession or under his control any books, notes, papers, etc., (other than the examination paper, and his answer books)
2. Aids or attempts to aid another candidate.
3. Obtains or attempts to obtain aid from another candidate.
4. Communicates or attempts to communicate in any way with another candidate within the centre, or by electronic means with a person outside the centre.

Examination results and a report will be available on VShare when the marking process has been completed.

Please note we are not in a position to send your sons mock examinations away for correction without payment for the company involved.

Finally, we would like to wish all of our students the very best of luck in the upcoming mock examinations and hope that the experience of sitting them proves to be valuable practice for all our sixth and third years as they prepare for their important State Examinations in June.

We would like to thank you for your continued support and look forward to your cooperation in relation to all of the above.

Yours Faithfully,

Maura Murphy

Principal.

PARENTAL PERMISSSION SLIP

The following must be **signed and securely attached** to the back of the school journal in order for your son(s) to sign out of the school after a morning examination. He must present this on signing out.

I, give permission to my son _____ to sign in/out of school in the morning period or afternoon period during his Mock exams for the purposes of studying at home.

Signed : _____

Date : _____
