The time has finally arrived and the state examinations are just around the corner. The Board of Management and the staff are anxious to have everything in place to ensure that you can perform to your best. This hand out will detail the various elements of the planning that require your co-operation and attention so as to guarantee the smooth running of the exam period.

**Covid**

**Due to Covid restrictions the following instructions apply this year:**

**Any student experiencing covid symptoms should not attend the examination center and should contact their GP or follow HSE guidelines.**

**All students must wear masks while inside the exam center or the school building.**

**Timetable**

It is important that you familiarise yourself with the dates and times of exams as set out on the timetable and ensure that you are at the exam centre **at least fifteen minutes** before the starting time of the exam.  This is particularly important when you have only one exam in the day and it is important to know whether it is in the morning or the afternoon.

**School Uniform**

You must wear the **full school uniform** during the exam period. The uniform is designed to create a sense of discipline, equality and loyalty. It prevents students becoming overly concerned about what to wear on any particular day when they have more important things to be concerned about. Students not in full school uniform will have to go to the office where they will be given whatever piece of uniform they are missing. This is unsettling and time consuming and can be easily prevented by simply adhering to the school policy on the wearing of school uniform

**Travel to and from school**

The Official School Transport system is available as normal during examinations with buses running in time for first exam and leaving after the last exam. However, on certain days, a pupil may not have an examination in the afternoon.  In such cases, I would ask you to try and organise a lift home where you can get more study done

**Cars in School**

The Board of Management of Moyne Community School is opposed to students bringing the family car to school during the examination.  This opposition is based on the dangers involved in doing so.   I ask that you **do not** take the family car into school during the examinations even if you propose to park the car off school property.

**Leaving the school grounds**

You are not allowed to leave the school grounds to go to the shop during exams. The route to the shop is along a very busy road with no provision for pedestrians and poses a health and safety risk for pupils and other road users. The school canteen will open as usual during the exam period and students can bring their own lunch and snacks or purchase them in the canteen.

**Remaining in the exam centre**

You are encouraged to remain in the exam hall for the duration of each exam. If you finish early you should re-read the question to ensure that you have answered it fully and correctly. You can go to the toilet during the exams but you should only do so out of necessity. Movement in the exam hall is very distracting for other students

**The integrity of the examinations**

Copying or cheating so as to gain an advantage is totally unacceptable during the exams. Any student found to be cheating will be reported to the authorities and toilets will be regularly checked to ensure that material which could offer an advantage to any student has not been left there.

**Code of Discipline**

The school Code of discipline will apply throughout the exam period and any transgressions of this code will have consequences for school references or an application to repeat the year.

**Exam materials**

Please ensure that you bring the following items to the relevant exams, compass, calculator, mathematical instruments, colouring pencils, pencils, pens, erasers.

**Not sitting an Exam**

If you do not intend to sit an exam, could you please inform the office the day before the exam is due. The school has to inform the Exam Superintendent of any student who entered for the exam but who has decided not to sit it now.