

GUIDELINES FOR STUDENTS SITTING THE CERTIFICATE EXAMINATIONS

1. Highlight your own exam subjects on the timetable. Be sure you know the times of your exams. Don't depend on hearsay from your friends. Timetables are available on the school's website. Check the exam notice board every day for updates.
2. Exam centres will be listed on the notice board at reception. Arrive in plenty of time for your exams. Be in your place in the exam centre thirty minutes before the first exam is due to commence and ten minutes before each subsequent exam.
3. You will not be permitted to bring books, copies, notes, etc., into the exam centre. Visit the toilet if necessary. Bring nothing to the exam centre except your pencil case. Use the litterbins. Keep the exam centres tidy.
4. Make sure you have all materials and equipment needed for each subject, e.g., **drawing instruments, calculator, etc.**
5. **Mobile phones are not permitted in exam centres.** They can be left outside with the door attendant at your own risk.
6. You are not allowed to leave any exam within **90 minutes** of the start of that exam. After 90 minutes, stay in the exam centre as long as you can. Use the time to the full. Check and recheck your work. Keep up your level of concentration right to the end. You get one chance only to do as well as you can in your exams.
7. Junior Certificate students are expected to wear their school **uniform** during the examinations. Leaving Certificate students may present in civies, the only requirement being that students are appropriately dressed.
8. When you leave the exam centre you may go home if you have no other exam or if you are not waiting for a school bus. Some Junior Cert students may have to wait for up to 6 hours for a school bus departing after a Leaving Cert exam. If you bring a bicycle to school keep it locked. Students who walk, cycle or are collected by car are not allowed to loiter around the college. If you have to wait in the college while exams are in progress you must remain quiet. You must stay away from the exam centres. **You may only use the canteen for study and as a social area.** Playing loud music and ball games, walking past the windows of exam rooms, or doing anything that might upset those still working is not allowed. Remember that apart from the large exam centres, most other rooms are also in use as small centres.
9. Buses will leave at the following times:-

Day
Monday
Tuesday
Wednesday
Thursday
Friday

Date	Bus time
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6 th	4.40 p.m.
7 th	5.30 p.m.
8 th	4.40 p.m.

Date	Bus time
11 th	4.30 p.m.
12 th	5.10 p.m.
13 th	5.00 p.m.
14 th	4.40 p.m.
15 th	5.10 p.m.

Date	Bus time
18 th	5.10 p.m.
19 th	5.10 p.m.
20 th	5.10 p.m.
21 st	4.55 p.m.
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10. The priority is that the exams are conducted in such a way as to afford every student the best chance to do as well as s/he can. The sanction for any upset to the smooth running of the exams is immediate parental contact.

The staff of BC wishes you every success in your exams.

A. Power 28/05/2018