



## November Assessments Protocols

We wish to remind students that the November assessments are an opportunity to assess the progress of their learning. An opportunity to feel proud of their strengths and to use their strengths to improve those areas of learning which they at the moment find challenging.

- Students must have with them each day their own materials appropriate to the subject in which they are being assessed e.g. Maths set, stationary (A4 paper), colouring pencils, pens, pencils, rulers, calculator etc.
- Students may not share materials in their assessment. If an item has been forgotten, a student must manage their assessment without that item.
- If a student wishes to attract the attention of the supervisor, they raise their hand.
- Students must ensure that they are in school in good time before their assessment is due to begin. **If the start time is 9am, supervisors will begin to distribute the papers in time to begin the assessment at 9am.**
- Students should ensure to write their name and the name of their teacher clearly on their assessment paper.
- First and Second Years will take their assessments in their base rooms unless otherwise notified. Options/Maths/Languages/Science Rooms will be posted to Teams. All will be in classrooms on the appropriate Year Group Corridor.
- Fifth Years will take their assessments in the Assembly Area unless otherwise notified.
- If a student has been found to undermine the validity of their assessment, the sanctions can include but are not limited to, their subject being withdrawn from their assessment report, a note on their record stating that the student invalidated their assessment, contact with home.
- Students qualifying for Assistive Technology must use the school laptop set up for them by Mr. L. Clarke and follow the instructions for printed given to them by Mr. L. Clarke.

A special note for our First Year Students. You have settled into school life in Donabate Community College and Assessment Week should not be a source of stress for you, chat at home about what you hope to achieve and remember everyone achieves at different levels and have each person has different strengths.

To our second years, you have been putting in effort in your classes. Remember the experience of formal assessments helps you to figure out your strengths and to identify those areas of your learning that you may find challenging. Teacher feedback will assist you in tackling those areas of learning into the future. These assessments are an opportunity to take a moment to look at your progress.

Fifth Years, we appreciate how difficult these uncertain times are for you as you embark on your Leaving Certificate, your journey to this point has been disjointed by world events, however you have begun your Leaving Certificate Journey in earnest, you are linking in with your teachers. Use the week to assess to take stock of your learning and let teacher feedback inform your studies going forward.

**Always remember we only ask that you aim to reach your potential and that we are proud of you.**