



## 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.

1

- 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 i.e., at minimum of 15 minutes 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.
- Second Years will take their assessments in rooms allocated by Ms Collins, notice of which will be published to their Year Team. Assessments will not be taken in Base Rooms therefore it is vital that students read the notices posted to their Year Group Teams page.
- 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to undermine the validity of their assessment, the sanctions can include but are not limited to, their subject being withdrawn from their assessment report, a note on their record stating that the student invalidated their assessment, contact with home.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.
- Those taking assessments in the small centres will be notified by text.

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, these assessments are a good preparation of exam technique with a view to the Leaving Certificate. Take your time, concentrate on the material you know well in the first instance, then move onto other questions.

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



**Additional Information:**

**Devices:**

**Mobile phones and smart wearables are not allowed as per the State Exam protocols.**

**Fifth years: Place your mobile phone and/or your smart wearable (eg watch) in your bag and all bags are to be placed at the top of the exam hall.**

**Second Years: Place your mobile phone and/or smart wearables (eg watch) in your bag and place your bag in front of your table in the exam room.**

**All technology should be powered off during the exam sessions.**

**All Students must stay for the duration of the exam, but may leave the premises once given permission to do so by the supervisor.**

**Every best wish to you all,**

**Donabate Community College**