



Mock Examination Protocols

We wish to remind students that the Mock Examinations 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 with a view to preparing for their June Examinations.

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- Students must have with them each day their own materials appropriate to the subject in which they are being assessed e.g., Maths set, colouring pencils, pens, pencils, rulers, calculator etc.
- Answer booklets and graph paper will be provided for Sixth Year students including additional paper if so required. Third Year students answer on their examination paper.
- Students may not share materials in the examination centre. If an item has been forgotten, a student must manage their exam 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.**
- **Note: In June students are required to attend for their first examination 30 minutes before the start time.**
- Students should ensure to write their name and the name of their teacher clearly on their paper.
- Third Years will take their assessments in rooms allocated by Ms Collins, notice of which will be published to their Year Team.
- For Examination information it is vital that students read the notices posted to their Year Group Teams page.
- Sixth 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to undermine the validity of their assessment, the sanctions can include but are not limited to, their subject being withdrawn from their assessment report, a note on their record stating that the student invalidated their assessment, contact with home.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.

These assessments are a good preparation of exam technique with a view to the State Exams. 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.



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Additional Information:

Day One of Examinations:

Please ensure that present to your exam on the first morning to allow time to find your seat. In June you will be asked to present 30 minutes before the first exam so that the Superintendent can check that all are present and in the correct seats.

Late arrivals:

Students who arrive to an examination as the papers are being distributed will not be allowed to their seat until that distribution is complete.

Uniform:

Full day uniform (no PE Uniform) must be worn for all examinations as is the case in the State Exams. Sports tops will not be allowed.

Devices, hydration and duration of exams:

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

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

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

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

Students may not bring into the Exam centre fizzy drinks, hot drinks and/or anything that will cause a distraction to the concentration of other students. This includes fizzy energy drinks, drinks in cans and cartons. Students may bring bottled still water or bottled still juice.

Where a student has a particular medical condition which requires support, a plan will be prepared with your Head Yeard.

All Students must stay for the duration of the exam, but may leave the premises once the exam is over and they have given permission to do so by the supervisor.

Students are present only for those subjects which are taking a state examination paper in.

Every best wish to you all,

Donabate Community College



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Átha Cliath agus Dhún Laoghaire
Dublin and Dún Laoghaire
Education and Training Board