



# Coláiste na hInse

*Aimsigh Do Réalt Eolais*

UAILLMHIAN - BRÓD - DEARFACHT

## **Re: Rules and Procedures for 6th Year Mock Examinations**

Dear Parent/Guardian,

As the Mock Examinations for 6th Year Leaving Certificate students approach, we would like to outline the key procedures and expectations that will apply for the duration of the examination period. These arrangements are in place to ensure that the mocks are conducted in a calm, fair and exam-focused environment, in line with State Examination standards.

### **Please note the following important arrangements:**

#### **Morning Tionól (Assembly):**

A mandatory Tionól will take place each morning in the Sports Halls prior to the commencement of examinations. All students who are sitting Block One examinations are required to attend this assembly each morning, as important information and instructions will be communicated at this time.

#### **Leaving the Examination Centre:**

Students must remain in the examination centre until the examination has finished. Leaving the exam early is not permitted under any circumstances.

#### **Study Arrangements When No Afternoon Exam Is Scheduled:**

Students have the option to leave school and study at home if they do not have an examination scheduled for the afternoon session. In order for this to occur, the attached permission slip must be completed and returned, granting parental/guardian consent. Alternatively, a supervised study room will be available in the school for students whose parents/guardians wish them to remain on site.

#### **Adjusted Lunchtime Arrangements:**

To support the smooth running of examinations, lunchtime for exam years will operate on a slightly adjusted schedule. Lunch will begin at 12:05 p.m. and end at 12:40 p.m. This adjustment is necessary to ensure that all examinations can run for their full allocated duration.



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### **Smart Watches:**

Smart watches are strictly prohibited during the mock examinations. This rule mirrors State Examination Commission procedures and helps to maintain fairness for all students.

### **Examination Materials:**

Students must come fully prepared with their own required materials, including calculators, mathematical instruments, and log tables where applicable. These items may not be shared with other students during examinations.

### **Communication During Examinations:**

Any communication between students during an examination will result in the cancellation of the examination. This includes talking, passing notes or any form of written or non-verbal communication. Students are expected to work independently at all times.

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### **Parental Consent**

I confirm that I have read and understood the rules and procedures outlined above for the 6th Year Mock Examinations.

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## **Re: Permission for 6th Year Students to Leave School Premises After Examinations**

Dear Parent(s)/Guardian(s),

As we approach the examination period, we recognise that students have different learning styles and study preferences. While the school will remain open and supervised study spaces will be available for all students, some students may feel that studying at home provides a more effective and focused environment.

In light of this, 6<sup>th</sup> Year students may be permitted to leave the school premises after completing their scheduled examinations, provided written parental/guardian consent has been received.

If you feel that your child would benefit from studying at home during these times, please complete and return the permission slip below. Students who do not return a signed permission slip will be required to remain in school for the duration of the school day.

Students who have permission to leave must adhere to the following procedures:

1. Students must sign out via the examination sheet given out during Block One.
2. Students must then sign out using the Compass iPad at Reception.
3. Once a student has signed out, they may not sign back in or return to the school premises on the same day. This measure is necessary to ensure the school and front office can operate in an orderly and efficient manner during the examination period.

These procedures are essential for student safety and for the smooth running of the school. We appreciate your cooperation in reinforcing their importance with your child. Should you have any questions, please do not hesitate to contact the school.

Thank you for your continued support.

Yours sincerely,



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## **Permission Slip – Early Departure After Examinations (5th Year Students)**

I give permission for my son/daughter, \_\_\_\_\_  
(student's name), to leave the school premises after completing their scheduled examinations during the examination period.

I understand that supervised study facilities will be available in school and that this permission allows my child to study at home if they feel it is more beneficial. I also acknowledge that my child must follow all sign-out procedures and that once signed out, they may not return to school on the same day.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_