

St. Benildus College

December 2016

House Examination Policy

All internal house examinations should be seen as preparation for State Examinations. In so far as is practicable and possible all examination conditions should replicate that which exists in formal State Examinations. The guidelines outlined below reflect good educational practice.

General:

- Common examination papers will be used for all subjects in First Year.
- For Second and Fifth Years common examination papers will be used where possible.
- Examination papers will include clear instructions for students.
- Students are encouraged to go to the toilet before examinations begin, as they should not be allowed out of the examination centre during the examination unless exceptional circumstances exist. Teacher discretion will be applied.
- All students are expected to wear full uniform – no coats, runners or jackets to be worn.
- Students' bags and jackets are to be left at front or rear of examination centre.
- No audio/video devices, mobile phones or other personal electronic devices are to be used in the examination centres.
- Mobile phones are to be switched off, unseen and unheard and they are not to be used as a calculator or clock.
- No food and only water is permitted in the examination centres.
- Students who disrupt examinations or fail to comply with the rules will be subject to the College Code of Discipline.
- Students are encouraged to leave the examination centre tidy at the end of examinations and to place litter in the bins provided.

Students who are absent for timetabled house examinations:

- If a student misses a timetabled house examination there will be no opportunity for that student to re-sit that examination (except in exceptional circumstances – see below). Accordingly no result will be recorded for that particular subject/examination on the student's report. Teachers may wish to enter their own comment on the student's report as an indication of the progress made by that student to date. Failing that the comment '*absent for exam*' will be entered by the relevant class teacher.
- In exceptional circumstances where a student misses a timetabled house examination due to certified illness that student can be accommodated to take this examination at home provided his parent/guardian collects the examination on the day it is timetabled, ensures ***examination conditions*** at home and returns the paper for correction the following day. In such cases examination papers will be available for collection from the school office and must be returned to the office, as per instructions, sealed in the special envelope provided. In this instance marks and comments should be entered by class teachers as normal.
- If a student misses a Mock Junior Certificate or Leaving Certificate examination due to exceptional circumstances the College authorities may arrange for this examination to be taken at an alternative time, providing the ***integrity of the examination*** is preserved and sufficient time remains to arrange external correction of the examination.

This policy is subject to biannual review, in December and May of each year.