



WINTER 2023 INTERNAL EXAMINATIONS - Information

Monday 27th November – Friday 8th December

1. During the examination period the normal school timetable will be suspended and there will be no Assembly or morning registration.
2. Normal classes will resume on Week B Monday 11th December.
3. Venues for all examinations will be confirmed daily on Google Classroom and on posters in the school foyer.
4. If students do not have an examination, they are not required to be in school.
5. A list of available study rooms will be produced for the examination period and shared on Google Classroom and in the school foyer.
6. If an examination finishes 20 minutes or more before the end of a session and you are not going home you should return to a study room until break or lunchtime.
7. You must not loiter in school corridors or in town.
8. The Canteen will be serving lunch as normal during the assessment weeks although there may be a reduced menu due to fewer students in school on certain days.
9. Any students with **clashes** or queries regarding their examination timetable should see **Mrs McGuinness in Room 10 as soon as possible.**
10. Students who are ill during the examination period or who are prevented from taking an examination for any other reason, **should inform the school immediately** by phone so that alternative arrangements can be made. On return to school students should see Mrs McGuinness as soon as possible to confirm arrangements for sitting missed examinations.
11. During External examinations mobile phones are not permitted in the Examination rooms or halls. However during the internal examinations students with a mobile phone will be asked to ensure that it is switched off and placed in their bag or on the floor under their desk.

Please show these instructions to your parents.

Mrs McGuinness