

SUMMER EXAMINATIONS MAY 2020

Please read following information carefully

Examination Timetables

- Examination papers **for all exams scheduled for a given day** will be issued prior to 9.00am
- The exam timetable will state how long each exam should take
- The exam timetable will list a suggested time for when to sit the paper
- The exam timetable will detail how the exams will be distributed and how to return a completed examination to the teacher or school

Sitting the examination

- Prior to the start of each exam, students should make sure that they have everything they need and that, as far as possible, they will not be disturbed
- Given that students are sitting these examinations at home and possibly without supervision, students are reminded that personal integrity is paramount.
- Students will be relied on to complete their examination papers in an honest fashion and using the guidelines which have been set down by their subject teachers
- Students should complete the exam paper in one sitting and should not go over time

Returning the Examination

- Students should return their completed examination as soon as they are finished
- Given that there may be difficulties around accessing devices in order to complete exam papers, all exams for any given day must be completed and returned by:
 - 1st to 4th Year – All completed exams to be submitted by 5.00pm daily
 - 5th Year – All completed exams to be submitted by 6.00pm daily
- Exams submitted after these deadlines will only be accepted in exceptional circumstances - **In this instance students must inform their teacher of the delay on the day the paper is due**
- While we have extended the submission times for exams, we recommend that students return their papers to their teachers as soon as they are completed