**Holy Trinity General Examination Procedures Parent / Guardian and Pupil Information**

**1] The Examination Season**

  Upon receiving Examination Timetable, please check it carefully to ensure that all entries have been made for all the subject modules / linear examinations. If there is a problem, please refer to Mr E. Loughran, Examinations Officer, as soon as possible.

      The starting times of examinations are **usually** shown as either

 **Morning    09:00 or 9:00 a.m.**

  **Afternoon   13:30 or 1:30 p.m**

**Examinations may have different start / finish times due to a “clash”.**

    Candidates should be **available** to sit examinations at 8:50am for **all** morning examinations and 13:20pm for **all** afternoon examinations.

     When a clash of examinations occurs, candidates must accept the decision of the Examinations Officer as to when to sit individual examinations.

     Candidates are not permitted to leave the Examination Room before the published finishing time for each examination.

     Full uniform is compulsory and must be worn at all times and especially when sitting examinations.

* Black pens, pencils, rulers, geometry equipment and calculators are the responsibility of the candidate. If candidates wish to bring a **pencil case** to the Examination Room, it must be **transparent** (clear plastic).
* Refusing to follow the instructions of an Invigilator, talking during an examination or in any way disturbing other candidates, is considered malpractice and must be reported to the Examination Board.
* Possession of a **mobile phone,** technological / web based sources of information or other unauthorised material is breaking the rules, even if the candidate does not intend to use them. If a candidate’s phone activates (rings / bleeps / vibrates) during an examination they will be considered guilty of **malpractice**.

      Any candidate found guilty of malpractice **will** be disqualified from some or all of the examinations they have taken in this Examination Season.

   All coursework submitted to an Examination Board must be the candidate’s own work. Both the candidate and the teacher will be asked to sign a form stating that this is the case. **Plagiarisation** could result in you being disqualified from **ALL** Examinations

* Bottled water may be taken into the Examination Room **but** bottles must have all labels removed.
* Correcting fluid / pens may not be used.
* Calculators / Maths sets must not have printed formulae attached.

     Candidates may not borrow anything from another candidate during an examination.

     If candidates are granted permission to leave the Examination Room they may not be allowed to return.

 **During The Examination (Candidate Information)**

* Listen carefully to the Invigilators and follow any instructions.
* Only start an examination paper when told to do so.

      Do not use a calculator unless an Invigilator informs their permission.

     Tell an Invigilator if you think you have the wrong examination paper or a badly printed question paper.

     Read and follow the instructions on the question paper. Ask for advice from an Invigilator if you are unsure what to do.

      Fill in **all** the details required on the front of the question / answer booklet.

    If you have used more than one answer booklet / sheet, ensure they are fastened together with the tag provided.

 **Special Consideration**

    Should a candidate feel ill during an examination please inform an Invigilator.

* If candidate knows they will miss an examination for any reason please inform Holy Trinity College immediately (028 8676 2420)
* Candidates awarded a special arrangement, such as a reader / scribe, should consult with Mrs N Ashea or Mrs Donnelly before their examinations. This will ensure that they are aware of the arrangements to be put in place.

    Candidates may feel that something, which has occurred recently in their personal life, has had an adverse effect on their studies. In this case, please contact either Mr E. Loughran or Mrs M. Quinn, who will be able to advise.