



DOMINICAN COLLEGE MUCKROSS PARK

EXAMINATIONS POLICY

(Ratified and adopted by the Board of Management 29th November 2017)

Our Vision

To create a progressive learning environment of the highest quality where our students grow to become independent, respectful and caring women of integrity who live by Christian values and Dominican principles.

Our Mission

To provide our students with an education that in the spirit of St Dominic:

- recognises and responds to the unique needs and abilities of each individual student
- encourages the development of positive, respectful and inclusive relationships
- challenges each student to speak and act with honesty and integrity.

School Examination Policy

School examinations and class tests form an integral part of the education of our students. All teachers conduct formal examinations, assignments and class tests as part of their assessment methodologies. Testing on an ongoing basis seeks to ensure that all material taught is known and understood by the students. Students, through their study time and their homework, continuously learn and revise work studied in class in order to ensure success in school and State Examinations.

Written School Examinations

Timetabled school examinations are held twice a year for First, Second and Fifth year students at a designated time during the first and last term. Third and Sixth Year students sit Mocks in February and State examinations in June.

Reports

When the timetabled examinations have been corrected, a written report is sent home which contains subject results along with teacher comments and an overall comment from the Year Head. Parents of First, Second, Fourth and Fifth Year students receive two school reports per year, while Third and Sixth Year students receive a report following Mock exams. The State Examinations Commission issues the results of Junior and Leaving Cert examinations.

Code of Practice for House Examinations

- The Code of Behaviour applies during examination time.
- Students will sit examinations in the subjects that they study in this school in the Mock examinations. (If they are studying a subject outside of school it is the responsibility of the person with whom they are studying to provide a Mock examination.)
- Students will sit scheduled subjects according to the exam timetable. In the case of illness or other extraordinary circumstances affecting a house examination a teacher may facilitate the

rescheduling of an examination but this cannot be guaranteed. If a teacher finds it is possible to facilitate a student, the responsibility rests completely on the teacher to organise everything needed for the student to sit the examination.

- No exam paper will be given out in advance of the scheduled exam.
- The level of the examination paper that students take will be decided in consultation with their teacher.
- Students cannot change levels on the day of a Mock examination. Papers are ordered in advance and there are no extra papers available at a different level.
- Students are expected to be in situ at the correct time for each examination.
- Students must sit at their assigned place for all examinations.
- Students will bring a transparent pencil case to their examinations.
- School paper, graph paper and maths tables will be provided.
- No talking is permitted during examinations.
- Eating is not permitted during examinations, (medical conditions exempted, with a note). Students may drink water.
- No bags are permitted in the Hall.
- Mobile phones are not permitted in examination centres.
- Students are not permitted to leave before the end of the examination
- At the end of the Mock examination, scripts and test papers must be handed up in separate bundles, except where test papers serve as the answer booklet.
- Students are not permitted to take examination papers, stationery, maps and so on from the examination centre.
- Possession or use of unauthorised electronic devices in the examination centre will result in the confiscation of the device and the cancellation of the examination paper.

Any form of cheating will result in the immediate cancellation of the candidate's examination.

- State examinations are conducted in accordance with State Examination Commission guidelines and subject to their regulations (<https://www.examinations.ie/index.php?l=en&mc=ca&sc=gy>)

Policy review

This policy will be reviewed as necessary and particularly to comply with any relevant legislative changes.

This policy was ratified and adopted by the Board of Management on 29th November 2017.

Signed: Mary White
Chairperson of Board of Management

Signed: Anne Marie Mee
Principal

Date: 19th November 2017

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Date of next review: 2019