

❖ Assessment Instructions for Senior Students Wednesday 18th to Tuesday 24th September 2019

- Check your examination/assessment timetable carefully – this is important, especially if you get sick for the external examinations! Treat them seriously! You do not have to attend school when you do not have a scheduled assessment.
- Know your examination timetable and venues (check your tutor room or the Kavanagh Web-site for details)
- Senior students may wear suitable mufti clothing.
- Be punctual in arriving for all exams and be prepared/organised!
- Students may study *quietly* in the library between assessments.

- ❖ Arrive 10 minutes prior to the start of your examination.
- ❖ Know where you are required to be for each examination. Most exams are in the Hall unless otherwise stated. There are two examination sessions. Times (including Wednesday) are:

Session 1 : 9am

Session 2 : 1pm

You may not leave for two hours. After that, students may leave up to 15 minutes before the end of the exam at the discretion of the supervising teacher. This is to minimise disruption to others.

- ❖ Leave bags beside your desk. Do not go into your bags once the exam has started. You should stay for the duration of the examination.

ALL STUDENTS

Please respect the rights of others during assessments!

Go to the toilet before the exam commences – otherwise you will be escorted, with a teacher's permission (raise your hand to ask first). If you have a reader/writer, report to the main office 10 minutes before your exam.

Try to minimise noise – such as rustling! (respect the others around you)

Translators, cell phones and ipods are NOT permitted (turn cell phones off if they are in your bags). Water bottles only on your desk.

Have plenty of blank paper, spare pens, pencils etc (know your requirements for each exam/assessment!) Have this on your desk prior to the start to avoid disrupting others. If you finish early, wait quietly or read. Do not communicate with others!

Students who have a shorter exam (or finish early) will have to wait quietly until dismissed by the supervising teacher. This is to respect the rights of others! If dismissed before the official end of the examination please leave quietly and exit the examination area promptly to ensure quiet for those left.

Please phone Kavanagh by 8am if you are ill!
You will need to arrange another time to sit the missed exam
during suspended timetable week – this is very important!