



Rules and procedures during in-house examinations

- Students are expected to be **in school for the full school day**, whether they have an exam or not. Study time is built into the timetable and it is imperative that students use this time wisely in preparation for exams.
- **Punctuality** is essential through exam week. If a student is absent for any reason, parents are expected to submit a reason for such absence through the school app.
- **Full uniform** should be worn throughout the exams. With the weather turning cooler, a reminder that the school jacket is the only jacket that is permitted to be worn inside the school building.
- **Mobile phones**, as per our Acceptable Use Policy (AUP), must be switched off and placed in each student's 'Green Pouch' while on school grounds. The 'Green Pouch' must be placed at the top of the exam centre, as instructed by the supervising teacher, before each exam.
- **School bags** will be stored at the top of the exam centre. Students are expected to have the necessary stationary (pens/pencils/rulers/calculator etc.) with them for each exam. Student should also have **study material** with them at all times.
- All **exam material** (including rough work) must be handed up at the end of each exam.
- Students **may drink water only** during the examinations.
- If a student requests to go to the bathroom during an exam, they will be asked to **sign out and sign back in upon their return**.
- Students will **not be permitted to leave the school early** unless there is a notification on the school app and a parent is available to collect them.

Principal: Mr. Robert Flaherty Deputy Principals: Ms. Helen Hayes & Mr. Gerard Hogan

Tel: Office (066) 7145824 Email: info@thegreen.ie Website: www.thegreen.ie