



## ***Information Note for candidates sitting State Examinations 2023***

- The following rooms are the exam centres for the State Exams 2023:
  - Leaving Certs: School Hall
  - Junior Cycle: GC2 and GC4
- Every candidate wishing to sit State Exams in Coláiste Cois Siúire must wear their full school uniform.
- If you are not attending for an exam which you have registered for, then a parent/guardian (or an O18 student) must inform the school with a phone call on the morning of the exam.
- Junior Cycle candidates who choose to leave the exam hall early will be required to attend GC1 as a supervised study room until that exam time for that session has lapsed.
- On June 8<sup>th</sup>, 9<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup> and 16<sup>th</sup> where Junior Cycle candidates have two exams in one day, candidates are not permitted to leave the school campus in line with the school's normal duty of care. Candidates should make arrangements to bring lunch/drinks/snacks. There is no food service (Centra) provided during the State Exams.
- Each Leaving Certificate candidate must produce an I.D. Card on the first morning. This I.D. must match the name on the attendance roll. The signature on this roll must agree with and appear in the same format as that on the candidate's I.D. Card.
- It is each candidate's own responsibility to note carefully the days and times for their examinations. Timetables are available on the school website under this information note and are displayed outside exam centres in the school.
- Candidates are required to attend the examination hall 30 minutes before their first examination of the State exams to confirm their identity etc. On subsequent days they are required to be in attendance at least fifteen minutes before the exam start time.
- No candidate will be admitted to any examination after 30 minutes of the time for that paper has elapsed.
- No candidate may be authorised to leave the examination hall until at least thirty minutes of an examination has lapsed.
- A candidate who has finished his/her work at least ten minutes before the time appointed for the conclusion of the examination may be permitted to leave the hall on handing up to the Superintendent:
  - His/her answer book(s) and
  - The examination paper.
- A candidate who completes his/her work during the last ten minutes of the examination should remain in his/her seat until the Superintendent has collected his/her answer book(s) and he/she should not then leave the hall until the time appointed for the conclusion of the examination unless permitted to do so by the Superintendent.
- At the conclusion of the examination each candidate who has not already done so should immediately seal his/her answer book(s) or envelope and remain in his/her seat until the Superintendent has collected the answer book(s).



14. A candidate shall, in all matters relative to the examination, submit to, and obey, the directions of the Superintendent.
15. A candidate may not be permitted to leave the hall and return during the examination period unless the Superintendent is satisfied that the candidate's need to leave the hall is genuine, (e.g., because of illness, urgent need to visit the toilet, etc.). A candidate who leaves the hall during any period of examination shall not be re-admitted during that period unless the candidate consents to being in the presence of the school Attendant during the entire period of the absence. The candidate must hand the answer book and question paper to the Superintendent on leaving the hall; the Superintendent should record on the cover of the answer book the time of departure from and return to the hall and the reason for the absence; the time lost by the candidate may not be compensated for at the close of the examination period. Particulars of any such occurrence should be reported on the appropriate Advice List.
16. A candidate who leaves the examination hall before the expiration of any period of examination must surrender his/her examination paper and answer book to the Superintendent.
17. A candidate must occupy during the entire examination the place first assigned to him/her by the Superintendent unless otherwise directed by the Superintendent.
18. A candidate should raise his/her hand if he/she wishes to attract the attention of the Superintendent during the examination. It is the candidate's responsibility to ensure that they bring to the attention of the Superintendent if he/she has not been provided with the level of the examination paper at each examination that he/she is due to take.
19. No candidate shall write his/her name on any answer book or other paper supplied. The candidate's number should be entered on every envelope, answer book, map, drawing, or sheet of square paper used. Candidates should not commence writing until instructed to do so by the Superintendent.
20. A candidate must enter on the envelopes and answer books used by him/her the particulars required as to subject, etc.
21. Any additional answer book, squared paper, etc. issued to a candidate, whether used or unused, should be attached to his/her answer book before it is sealed with the treasury tag provided for that purpose. Candidates will be supplied with Mathematics Tables (log books) by the Superintendent. They may not bring their own Mathematical Tables (log books) into the Examination Hall.
22. A candidate shall not bring into the examination hall, or have in his/her possession or under his/her control or within his/her reach, whilst he/she is in such room: -
  - Any book or paper (save his/her I.D. card, where such is required, the examination paper, and such answer books, etc., as shall have been supplied to him/her by the Superintendent); or
  - Any memorandum, notes or mobile phone/device, data storage device (including wearable technology), etc, except a calculator as permitted under the regulations.
  - Coláiste Cois Siúire is not responsible for the care of candidates personal belongings/phones/devices while a candidate is sitting an exam. Assigned student lockers may continue to be used until the State Exams have concluded.



23. A candidate shall not, while in the examination hall

- Use, or attempt to use, any book, memorandum, notes or paper (save the examination paper and such answer books, etc., as shall have been supplied to him/her by the Superintendent); or
- Aid, or attempt to aid, another candidate; or
- Obtain, or attempt to obtain, aid from another candidate, or Superintendent; or
- Communicate, or attempt to communicate, in any way, with another candidate within the centre or by electronic means with a person outside the centre.

24. A candidate:

- Shall not write on the examination paper (except where answers are to be written on part of the examination paper itself e.g., in Mathematics) or I.D. card or Mathematics Tables or on any of the mathematical instruments brought with him/her; except where a candidate uses a highlighter pen or underlining as an aid to interpreting the question paper.
- Shall not write in his/her answer book anything that is not directly connected with the subject matter of the questions to be answered,
- Shall not remove from the answer books any leaf or part of a leaf,
- Shall not take out, or attempt to take out, of the examination hall, any answer books, whether used or unused,
- Shall not damage the examination hall or its furniture.

25. In those subjects in which there is more than one paper, a candidate must take all the papers in a subject from one level, e.g., all papers at Ordinary Level or all at Higher Level. He/she may not be supplied with, or allowed to see, the papers in more than one level in the same subject.

26. Each candidate presenting himself/herself for examination in Construction Studies, Design and Communication Graphics and Technology, Engineering, Materials Technology (Wood) or in Technical Graphics is required to bring with him/her a drawing board, T-square, scales, set squares, protractor, compass, pencil, eraser and drawing clips or tape. Candidates may use mathematical drawing instruments for all examinations. The use of science stencils is permitted for the examinations in the Science subjects. The use of string, thread, a magnifying glass and an opisometer is permitted for the examination in Geography. **The use of calculators is allowed in all examinations, subject to the following:**

- Neither the Department of Education and Science nor the State Examinations Commission will supply calculators to candidates. Examination centres will not be responsible for the provision of calculators or batteries.
- The proper working condition of the calculator is the responsibility of the candidate. No allowance will be made for battery or other calculator failure during the examination.
- Calculators must be silent and must not require the use of mains electricity supply.
- Calculators may not be borrowed from other candidates during the examination.



- Programmable calculators are prohibited. The term “programmable” includes any calculator that is capable of storing a sequence of keystrokes that can be retrieved after the calculator is turned off or powers itself off. Note that the capacity to recall, edit and replay previously executed calculations does not render a calculator programmable, provided that this replay memory is automatically cleared when the calculator is powered off. Also, the facility to store numbers in one or more memory locations does not render a calculator programmable.
- Calculators with any of the following mathematical features are prohibited:
  - graph plotting
  - equation solving
  - symbolic algebraic manipulation
  - numerical integration
  - numerical differentiation
  - matrix calculations data banks
  - dictionaries
  - language translators
  - text retrieval
  - capability of remote communication

This rule does not allow a candidate to bring into the examination centre any device that would be otherwise prohibited. In particular, mobile phones, data storage or similar devices (including wearable technology) are not permitted under any circumstances.

27. A candidate may be expelled from the examination hall if his/her behaviour is such as to jeopardise the successful conduct of the examination. Submission of material of a pornographic nature or any other offensive material or the inclusion of any cash/cheque in the script may result in the examination in all subjects being disallowed.
28. Where the Commission is of the opinion that any candidate has violated any of these Rules, has attempted to obtain an examination result to which the candidate is not entitled, or has uttered or attempted to utter such a result or has furnished incorrect information in relation to his/her candidature, such candidate shall be liable to be deprived of the examination or of marks, or to have such deduction made as the Commission may think fit from any sum payable in respect of any grant or scholarship obtained by the candidate, according to the opinion which the Commission may form of the gravity of the offence; and the Commission may, if the Commission thinks fit, publish the candidate's name and address, as given in the notice of intention to present for examination, as those of a candidate who has been so deprived and the Commission may, according to the opinion of the Commission as to the gravity of the offence, debar the candidate from entering for any of the examinations run by the State Examinations Commission for such period as the Commission may determine.

***Best wishes to all candidates sitting State Examinations in 2023***