

St Patrick’s High School Keady

External Examinations

Summer 2024

**Information for Pupils & Parents/Guardians**

**Examination Timetable**

All pupils have been issued an examination timetable**. Please note that it is the responsibility of each examination candidate to check that their examination timetable is correct**. Any queries should be forwarded to Mr. S O’Connor (Examinations Officer)

**Clashes of Examinations**

Where an examination clash has occurred, this has now been resolved on the candidate’s examination timetable. If a candidate is sitting more than one examination in a session (a.m. or p.m.), they must not leave the hall between examinations.

Some candidates will be required to stay in isolation from other candidates (these candidates will be informed of the arrangements).

**Instructions and rules for examinations- key points for candidates**

1. Read the JCQ information for candidates document (Pg.6) This is also available in the examination section of the school website. Read all instructions carefully and adhere strictly to the rules.
2. Know the date and time of your examinations. It is your responsibility to arrive on time for your examination. You must arrive at least 15mins before the published starting times and assemble in the school dining hall where you will be met by the exam team. If you are late, your work might not be accepted.
3. Bring all necessary equipment (pens, rulers, calculators etc.). Do not use correcting pens, fluid or tape, erasable pens, highlighters, or gel pens in your answers. You will not be allowed to borrow equipment during the examination. You must write in **BLACK INK.**
4. Do not bring the following items into the examination hall: schoolbags, books, notes, pencil cases (with exception of see-through pencil case), potential technological/web enabled sources of information such as and iPod, Smart watch, mobile telephone, a MP3/4 player, earphones, or a **WRISTWATCH.** Food and/or drink are not permitted in the examination hall.
5. Do not talk from the moment you enter the examination hall and, when your examination has ended, remain silent until you have left the hall. Any talking is a breach of examination rules. If you have a genuine query or if you need an additional answer paper, raise your hand to alert an invigilator.
6. Listen to, and follow carefully, the chief invigilator’s instructions, both at the beginning and at the end of the examination.

**Summary of JCQ regulations for use of calculators during examinations**

* You may not use a calculator unless you are told otherwise.
* Calculators must be of a suitable size for use on the desk and either battery or solar powered. Calculators must be free of lids, cases or covers which have printed instructions or formulas.
* It is the candidate’s responsibility to ensure that the calculator is in good working condition.
* Calculators **must not** be designed or adapted to offer any of these facilities: language translators, symbolic algebra manipulation, symbolic differentiation, or integration or communication with other machines or the internet.
* **Calculators must not be borrowed from another candidate during an examination.**
* Calculators must not have retrievable information stored in them- this includes databanks, dictionaries, mathematical formulas, or text.

**Leaving the examination hall/room**

Candidate are expected to use all the available time during an examination. **Candidates cannot leave the examination room until they are told to do so by the invigilator**.

**Candidates are not permitted to take any stationary from the examination room. This includes the question paper, answer booklets used, or unused, rough work or any other materials provided for the examination.**

**Results of external examinations**

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| **Examination** | **Results issued** |
| AS & A2 Level Examinations | Thursday 15th August 2024 |
| GCSE Level Examinations | Thursday 22nd August 2024 |

**Examinations Personnel**

Parents/ Guardians or pupils should contact examinations officer, Mr. S O’Connor, if there is a query or concern relating to examinations e.g., Special circumstances/ considerations (e.g., Injury, illness, or bereavement at the time of an examination), access arrangements, timetabling clashes, late arrival to examinations or appeals.















