

Dominican College, Portstewart

December 2022

Dear Parent and Student,

As the mock examination period approaches we want to enlist your help in our efforts to ensure their smooth running. The examination period will begin on Thursday 5th January for year 12 and Friday 6th January 2023 for years 13 and 14. Year 13 and 14 are in normal class on Thursday 5th January. The examination period will end on Thursday 12th January 2023 and classes will resume as normal on Friday 13th January.

We are providing an opportunity for Year 13 and 14 pupils to take mock exams in our Examination Hall on the understanding that they will benefit from practising sitting examinations under the regulations drawn up by the examination boards. These guidelines are similar to those provided by CCEA and other Awarding bodies when students are taking AS and A2 Level examinations in the summer term of 2022.

Timetable: You will find enclosed a copy of your son/daughter's exam timetable. Please keep it safe and ensure that the student arrives in good time for each exam session.

Punctuality: Morning exams start at 9.10am. Each day of their examinations, students must be in school for 9am. A register will be taken in the exam hall.

Uniform: All students **must** wear full school uniform during the mock examination period, as defined in the Code of Conduct, whether for exams or for any other reason. They **will not be admitted** to the hall unless they are in the correct uniform **including shoes**. **Anyone not adhering to the rules (e.g. uniform, nail varnish, jewellery or make up) will not be eligible to sit their mock examination.**

Equipment/Texts: Many exams require special equipment and the candidate must bring his/her own. We **do not** supply any equipment and students may not share or borrow. Programmable calculators will be cleared at the start of each exam. All equipment should be kept together with a rubber band: pencil cases are not allowed. Texts may only be annotated in accordance with the rubric of the exam. Students should check with their teacher if in doubt.

Mobile phones & other electronic equipment: The examination boards **totally forbid** mobile phones, MP3/4 players, watches (*includes all types of watches*) and any other potential technological/web enabled sources of information in the examination area. If any such equipment is brought to the exam area during the mocks, it must be switched off, handed to the invigilator and reclaimed at the end of the examination.

If you have any queries, please do not hesitate to contact your Form Teacher. We are all anxious to ensure that every student gets a "real examination" experience before May/June and performs to the very best of his/her ability in all mock and public exams.

Access arrangements will be in place for the Mock examinations. Individual pupils must contact our SENCO to discuss their needs during the mock examination period.

Thank you for your co-operation and support in the forthcoming Mock Examinations.

Yours sincerely

K McAlister (Head of Year 12)

R Carey (Head of Year 13)

G Manson (Head of Year 14)

G Lynch (Principal)