

**CBC Monkstown**  
**Rules and Procedures for State Examinations**

Please ensure that you and your son are familiar with these rules and procedures:

- It is each candidate's own responsibility to note carefully the days and hours, as fixed on the timetable, for the examinations in the subjects he wishes to present himself.
- Candidates are required to be in attendance at the examination centre at least 30 minutes before the exam commences on the first day.
- On subsequent days they are required to be in attendance at least 15 minutes before the exam commences.
- No candidate will be admitted to the exam in any paper 30 minutes after the exam has commenced.
- Junior Certificate students are required to wear the school uniform during these examinations.
- We strongly advise that students remain at each examination for each full session. If a student leaves an examination centre before the time allocated for the examination is over we will require them to sign a register to confirm this.
- Candidates are not permitted to bring any of the following into the exam centre:
  - Mobile phones/personal electronic devices
  - Books/notes or any written material.
- Candidates must ensure that they have all the equipment they need for their exam eg pens, pencils, rulers, drawing equipment, calculators.
- To ensure a calm and quiet atmosphere for all our students we require that students quickly leave the examination area after they complete the examination and not loiter in the area.
- On completion of each examination students will not be allowed return to the main school building. This is to ensure a quiet atmosphere for Leaving Certificate students who are sitting their examinations in the main school building.
- There is no facility for students to study in the school during the examinations, as all rooms are required as examination centres.
- The Canteen will not be open during the State Examinations and therefore students are advised to bring their own lunch or go home for lunch.
- All ball games are banned for the duration of the examinations.

We wish all our students the best during these examinations.