



Tips & Information for LC/JC Students 2024

1. Highlight your own exam subjects on a copy of the exam timetable. Be sure you know the times of your exams. Don't depend on hearsay from your friends. Timetables are available online.
2. Your exam number and the centre you are in will be posted on a noticeboard outside the office. Take note of this on the first day and proceed to the correct room.
3. Arrive in plenty of time for your exams. You **MUST** be sitting in your exam centre 30 minutes before the first exam is due to commence and at least 15 minutes before each subsequent exam.
4. You will not be permitted to enter any exam if you are more than 30 minutes late.
5. You will not be permitted to bring books, copies, notes, etc., into the exam centre. Visits to the toilet are strictly only if necessary. Bring nothing to the exam centre except your pencil case. Use the litterbins. Keep the exam centres tidy.
6. Make sure you have all materials and equipment needed for each subject, e.g., drawing instruments, calculator, etc.
7. Under no circumstances are mobile phones, smartwatches, or other digital devices permitted in exam centres.
8. You are not allowed to leave the exam centre within 30 minutes of the start of that exam. Aim to stay in the exam centre as long as you can. Use the time to the full. Check and recheck your work. Keep up your level of concentration right to the end. You get one chance only to do as well as you can in your exams.
9. All students are expected to wear their full school uniform during the examinations.
10. When you leave the exam centre you must move downstairs & out of the building. Stay away from the other exam centres. There are to be no crowds of students on the hallways whilst exams are on.
11. The priority is that the exams are conducted in such a way as to afford every student the best chance to do as well as they can.
12. If you have any questions, please feel free to contact Ms. Hyland on Teams or at nhyland@portlaoiseCBS.com. Best of luck to all students.