

St. Mac Dara's Community College



St. Mac Dara's Community College Examination and Assessment Policy 2021

St. Mac Dara's Community College Philosophy

St. Mac Dara's Community College, through a comprehensive education programme, provides as far as possible, educational opportunities to meet the needs of the students. It is a multi-denominational, co-educational college. The following is the Vision statement of St. Mac Dara's.

"We, the community of this College, through a caring and collective approach, aspire to provide a broad-based education for all, to foster respect and dignity, and to promote a safe and just environment by positively encouraging all to realise their full potential".

Key staff involved

Role	Name (s)
Exam officer 1st Years	Mr. A. Curran
LC Mock Examinations	Ms. S. O'Reilly
JC Mock Examinations	Mr. M. Mc Cabe
SEN Coordinater	Mrs C. Ward
State Examinations Secretary	Mr. L. Cormack
State Examination Superintendent(s)	
State Examinations Aide(s)	

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Purpose of the Policy

St Mac Dara's is committed to ensuring that exams management and administration is run effectively and efficiently.

The exam policy will ensure that:

- that all aspects of the exam process is documented and supporting the exam contingency plan
- The staff are well informed and supported
- Staff understand their roles during the exam process
- Students under the exam process and what is expected of them

This policy will be reviewed annually to ensure exams are conducted to current standards, regulations and guidance.

This policy will be communicated to relevant staff and made readily available.

Roles and Responsibilities

Exam officer

- Makes arrangements to receive, check and store exam papers safely and securely
- Makes arrangements to receive and issue material necessary for relevant subjects and notify them of instructions
- Works proactively to avoid malpractice among students and staff during the course of the examinations

Security of assessment materials

Subject teachers are responsible to maintain the security and data protection of all assessment materials, by ensuring:

- The location of students' projects is safe and do not leave the grounds of the school, unless with the authorised state exam personal
- Appropriate measures are in place to ensure confidential materials are handed over to authorised exam staff
- Secure storage is in place for scripts.

Child protection/safeguarding policy

St Mac Dara's has a policy which satisfies current legislative requirements. This policy is understood by all members of staff.

Data protection policy

St Mac Dara's has a policy which satisfies current legislative requirements. The school ensures that all student data is protected throughout the examinations process as required.

Special Educational Needs Co-ordinator

- Support is offered according to resources that are allocated to the school by DES, SEC and NCSE.
- See appendix 4 for further details of support during internal exams

Teaching staff

- Undertake the tasks laid out in this policy and during the exam process to meet deadlines set by the school and/or Department of Education
- Keep updated with subject and teacher-specific information to confirm effective exam process
- Attend relevant exam body training and update events

Exam Cycle

The exam cycle refers to the various tasks required for the exam process to be completed successfully. This includes:

- Planning and paperwork
- Exam time
- Results
- post-results procedures
- analysis of results

Planning and paperwork

Management:

- Directs relevant staff to annually updated exam circulars

Exam officer:

- Undertakes annual information gathering tasks in preparation for each new academic year
- Collates all information gathered into one central point of reference
- Produces an annual exams plan of key dates and key tasks to ensure all external deadlines are met efficiently
- Brief students of the exam processes including internal and external exams
 - Exam timetable
 - Arriving late to an exam
 - Absence or illness during the exams
 - What equipment is permitted

House Internal exam timetable officer:

- Ensures internal exams are completed at significant times during the academic year
- Ensures a draft timetable to circulated to staff
- Ensures each department is represented
- Ensures time is given to aural and oral exams
- Ensures rooms have been changed where necessary

- Supplies tutors with internal exam timetable to distribute to students
- Supplies the TEL staff with the final internal timetable to update the school website

SEN Department:

- Assess students to identify exam arrangement requirements
- Gathers evidence to support the needs for the student, liaises with teaching staff to gather information
- Keeps a file for each student containing all the required documentation
- Necessary applications for special centers are completed
- Ensures staff that are appointed to facilitate exam arrangements are informed of the role, understands the rules to complete the tasks appropriately

Exam time

Management:

- Ensures staff are aware of timetabling and special center rooms
- Ensure appropriate cover has been organised if a staff member is absent for an exam

House Internal exams

Teaching staff:

- Support the SEN department in implementing appropriate exam arrangements
- Ensure the exams begin and end on time
- Ensure your exams are present in a sealed envelope before the exams begin
- Each department should aim to use the same exam for all class groups
- Ensure exams are run efficiently and students are not left unattended at any time
- Exams should be collected and placed back in individual class group envelopes
- Teachers should mark exams in an efficient and unbiased manner
- Teachers must ensure results and reports are completed for internal deadlines

State Exams

Management:

- Oversees the planning and layout of exam centers and special centers

Exam Secretary:

- Ensures special centres are set up for exams
- Ensures exams are stored and ready for invigilators in the safe room
- Reports students who have arrived late to an exam
- Ensures invigilators has a means of summoning assistance if necessary
- Ensures invigilators are aware of the emergency procedures

Results

House Internal exams

Management:

- Ensure all deadlines are met on time
- Ensure communications are provided to parents/guardians when access to reports is available online or when reports are sent by post.

Teaching staff:

- Ensure all exams are received and checked.
- Ensure deadlines are met.
- Ensure reports are checked for spelling and grammar errors

State exams

Management:

- Ensures exams are confidential until official dates and times of release to students
- Provides summaries of results to staff after issue of results to students

Exam officer:

- Informs students of how results will be released in advance
- Works closely with management to resolve any issues.

Post results procedures

State Exams

Exam Secretary:

- Informs students of appeals process
- Publishes internal deadlines for appeal process in time for external deadlines
- Provides a record of requests and collect necessary fees for appeals
- Submits requests in time for external deadlines

Analysis or results

State Exams

Management ensures the provision of:

- Analysis of results for the Board of Management, Parents Association and subject departments. This analysis will inform future planning.

Examination Procedures

As a student taking examinations at St Mac Dara's, you are expected to read the official college documents regarding exam rules and procedures.

1. Avoid bringing in valuables.
2. For exams starting at 9:00am, you are to arrive at the correct exam room between 8:40 and 8:50 only.
3. For exams starting at 2pm, you are to arrive at the correct exam room between 1.40 and 1.50 only.
4. You must be punctual for every examination.
5. Correct school uniform must be worn for every examination.
6. You must bring to the examination the correct equipment: black pen, pencil, calculator, rubber etc. Calculators with a memory facility must be cleared before entering the exam room. You may have bottled water, but the label must be removed prior to entering the exam room.
7. Food and chewing gum are not allowed in the exam room.
8. It is essential that students do not have on or with them a mobile technology i.e. smart watch, headphones, earphones or any such device in any examination. To be in possession of such items or of notes connected with the subject being examined is prohibited.
 - If it is essential that if you bring in your mobile phone or any electronic device, you must give in your phone at the desk outside the Exam Hall
9. When entering the exam hall or room you must do so in complete silence and remain that way until you leave as per rules "Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s)"
10. When seated in the Exam Hall you will be told to leave by rows and must do so in an orderly fashion.
11. You should not wait for other students directly outside the exam room and wait until clear of the area before talking.

12. It is often the case that your exam may finish earlier than another exam in the same room, you must not disturb any other student still taking an exam.
13. When an exam finishes, you are to leave the premises in an orderly fashion, unless you have another exam later on. If this is the case, you must find a quiet, available space to revise in.
14. Back-to-Back Exams: If you have more than one exam timetabled at the same time provided the total time does not exceed 3 hours you will be expected to sit these exams consecutively.
15. Clash exams: If you find an exam has been timetabled differently from your peers this is because you have a clash of more than 3 hours and one exam has been moved. You will be supervised by an invigilator in the break between exams.

If you have any questions about your exams please speak to an Exams Officer.

Emergency Arrangements

In the event that you are ill or have an injury at the time of your examinations, it may be possible to apply for emergency access arrangements.

Please contact the Exams Officer directly if you wish to seek clarification of the examination boards' requirements or to discuss individual circumstances.

Special Consideration

Special Consideration may be given following an examination in respect of an illness, accident or bereavement 'to ensure that candidates who suffer temporary illness, injury or indisposition at the time of the examination are given some compensation for their difficulties'.

Applications must be made to the State Examinations Secretary immediately following the examination affected. Supporting documentation (usually a doctor's letter) is necessary. The student and/or his or her parents must initiate the process and provide medical evidence within two working days of the examination/s affected.

Junior Cycle Formative Assessment

There will be a range of assessment approaches taken in school. Including:

- Ongoing assessment including routine teacher-designed tasks and tests
- Two classroom-based assessment (CBAs), one in second year and another conducted in third year. In the case of Irish there are 2 CBAs in 3rd year. The tasks are specified by the NCCA.
- An assessment task based on the CBA in third year will be submitted to the SEC for marking along with the state-certified examination
- There will be an externally assessed, state-certified examination for all subjects at the end of third year.
- Guidelines of Junior Cycle assessment are followed as laid out by the SEC

Internal exams are conducted at Christmas and Summer for 1st, 2nd and 5th year students. In the case of second year formative exams, subjects that have completed CBAs before the Christmas reports are not expected to have a written exam. This is also the case for other subjects before the Summer reports.

Reporting

As is currently in place for both Junior Cycle and Leaving Certificate, formal reporting will be conducted by the SEC.

Within St Mac Dara's there are times throughout the year when formal report is completed for all year groups.

- 1st, 2nd, 4th and 5th years receive reports after Christmas and Summer exams
- 3rd and 6th years receive reports after Christmas and Mock exams.
- Teachers discuss and adhere to the assessment reporting and result protocols for internal exams. Formal reporting includes grades and a comment for each subject the student undertakes.
- During pandemic (Covid-19) the college follows contingency planning guidelines as laid down by HSE Public Health and the Department of Education and Science. This may include cancelation, postponement and changes to assessment and reporting protocols and arrangements.

APPENDIX 1

Classroom Based Assessment

Classroom based assessment (CBAs) are completed in the reformed Junior Cycle. There is one completed in second and another in third year for all examined subjects in Junior Cycle.

St Mac Dara's has compiled a timetable for when the CBAs of different subjects take place. This timetable is subject to change annually.

2020/2021

3rd Years

Subject	Start date	End date
Gaeilge	2/11	30/11
Home Economics	14/09	9/11
MFL	19/10	23/11
Visual Arts	14/09	9/11
Music	22/2	22/3

2020/2021

2nd Years

Subject	Start date	End date
English	2/11	23/11
Maths	12/4	26/11
Science	11/11	7/12
MFL	23/2	22/3
Geography	23/2	22/3
History	18/01	8/02

Home Economics	11/01	22/03
Business Studies	01/02	1/03
Visual Arts	04/01	11/05
Wood Technology	11/01	25/01
Engineering	11/01	25/01
Graphics	11/01	25/01
Religion	22/02	15/03
Music	12/04	04/05

Appendix 2

SEC Guidelines

1. In the case of emergencies and unprecedented times, the school will follow guidelines laid out by the SEC

2. Emergency Arrangements

- In the event that you are ill or have an injury at the time of your examinations, it may be possible to apply for emergency access arrangements.
- Please contact the Examinations Officer directly if you wish to seek clarification of the examination boards' requirements or to discuss individual circumstances.

3. Practical Examination Requirements

- a. Jr Engineering/Engineering: Pupils doing higher level Jr Engineering at junior cycle and pupils doing all levels of Engineering at leaving cert will be required to sit a one-day practical examination. Each pupil will be given a set date, time slot and room for their practical exam from their teacher. For Jr Engineering there will be four slots available per class group. These are split over two days into a morning and afternoon slot in rooms L2 and L3. For Engineering there will be three slots available per class group split over three days. The Jr Engineering examination will be three hours long with no break. The leaving cert examination will be six hours long with an hour break in the middle. For this break the pupils will exit their rooms via the outside doors to the green area and must return five minutes before restart time to get ready. All pupils must bring in their premade classwork pieces for the examination. When the exam finishes, or if pupils finish early they must leave via the outside doors and go straight home or to their revision area.
- b. Construction Studies: Pupils doing all levels of construction studies at leaving cert will be required to sit a one-day practical exam. There is no one-day practical exam for the other year groups. Each pupil will be given a set date, time slot and room for their practical exam from their teacher. There will be two slots available per class group. These are split over two days in rooms L1 and L4. The practical examination will be four hours long with no breaks. The pupils will not have to bring in any premade pieces as all material will be supplied by the teacher. When the exam finishes, or if pupils finish early they must leave via the outside doors and go straight home or to their revision area.
- c. An external examiner and the teacher will be present at all times during the examination to ensure adherence to the rules. Students are to arrive at their

given room ten minutes before start time to allow for seating and for exam drawings to be given out. All pupils must bring in their masks with sanitation packets. All tools and process will be set up and sanitised for the pupils to use in the classroom. Pupils are required to wear their full uniform and masks at all times.

- d. If pupils have any questions in relation to practical examinations or processes, please speak to their Engineering or Construction Studies teacher.

4. SEN support for students during in-house examinations

a. 1st Year house examinations

Christmas and Summer are formal examinations for 1st year students and as it is their first experience of formal exams, we offer students with SEN access to shared separate centre where they can receive support such as use of laptop, reader and lots of encouragement. Answers to test questions are not given by reader or supervisor.

b. 2nd year house examinations

In 2nd year we screen for access to reasonable accommodation and students who meet the criteria as per State Examinations Commission's Guidelines are offered access to supports

<https://www.examinations.ie/schools/IR-1004-57457486.pdf> State Examinations Commission Guidelines

c. 3rd, 5th and 6th Year house examinations

Resources allowing, we offer support to students who have qualified for access for Reasonable Accommodation in State Exams such as Laptop, Reader, S&G Waiver and Shared Centre for in-house exams.

Appendix 3

1st year Christmas Internal Christmas Exams

First Year Christmas Exams

All time-tabled exams will be in Base Area A & B3

	<i>Monday 30th Nov</i>	<i>Tuesday 1st Dec</i>	<i>Wednesday 2nd Dec</i>
9.00 -10.00	Gaeilge	English	Maths
10.00 – 10.10	Collection of scripts	Collection of scripts	Collection of scripts
10.10 – 10.20	<i>Morning break</i>	<i>Morning break</i>	<i>Morning break</i>
10.20 – 10.30	Prepare for next exam	Prepare for next exam	Prepare for next exam
10.30 – 11.30	History	Geography	Religion
11.30 – 11.45	Collection/Preparation	Collection/Preparation	Collection
11.45 – 12.45	Science	Languages	Supervised study in Base Area A for students who won't be going home
13.00 – 13.40	<i>Lunch</i>	<i>Lunch</i>	
13.40 – 15.40	Supervised study in Base Area A for students who won't be going home	Supervised study in Base Area A for students who won't be going home	

- *All other exams will be conducted during class time.*
- *B3 will be used as an exam centre on these dates*
- *Non-first year classes will be relocated from Base Area A for the three days of formal exams.*

APPENDIX 4

Internal Leaving Cert Mock Exam Timetable

PLEASE NOTE THAT FINISHING TIMES OF EXAMS ARE FOR HIGHER LEVEL EXAMS. ORDINARY LEVEL EXAMS MAY FINISH EARLIER. STUDENTS MUST CONSULT TEACHER FOR FINISHING TIMES OF ORDINARY LEVEL PAPERS.

9.00 am- 12.20 pm	All classes	English/ Paper 2	P.E. Hall
1.00 pm – 3.40 pm	All classes	English / Paper 1	P.E. Hall
9.00 am- 11.30 am	L.C.V.P (STUDENTS WHO DO L.C.V.P. MUST DO THIS EXAM AND ARRANGE AN ALTERNATIVE TIME FOR ORAL IRISH EXAM)		G6 / H1
9.00am -1.00 pm	Irish oral exams organised by individual Irish teachers		
1.40pm – 3.40pm	Irish oral exams organised by individual Irish teachers		
1.40pm – 3.40pm	Music Practical exam. F1. (STUDENTS WHO DO ART AND MUSIC SHOULD DO MUSIC EXAM AT THIS TIME)		

All language listening comprehension exams will take place in class time.

9.00 am- 12.05pm	All classes	Gaeilge / Paper 2	P.E. Hall
1.00 pm – 2.30 pm	All classes	Gaeilge / Paper 1	P.E. Hall

If students have a Building Construction exam an alternative time should be arranged with the Irish teacher for the oral exam.

9.am – 1.00 pm	Irish oral exams organised by individual Irish teachers
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Practical Exam

9.00am – 1.00 pm	Building Construction L.1
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MOCK EXAMS LEAVING CERT _____ PAGE 2

All exams will take place in the P.E. Hall except Music(F1)

9.00 - 12.00	Building Construction
9.00 – 12:00	Biology
9.00 – 12:00	Biology
9.00 – 12:00	Accounting
9.00 – 11:50	Geography
9.00 – 12:00	Senior Engineering
9.00 – 11:50	History
9:00 – 12:00	Music (F1)

13:00 – 15:30	Maths Paper 1	All Classes
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All exams will take place in the P. E. Hall

All language Listening Comprehension Exams will take place in class time

9.00 – 11:30	French
9.00 – 11:30	French
9.00 – 11.30	Italian
9.00 – 11.30	Spanish
9.00 – 11:30	Spanish
9.00 – 11:30	German
9.00 – 11:50	Geography
9:00 – 12:00	Biology
9:00 – 12:00	Business

5.

13:00 – 15:30	Maths Paper 2	All Classes
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Students must do their Art Practical exam and arrange an alternative time for Music Practical exam

9.00 am -11.30am	Art practical. K.1
1.00pm – 3.30pm	Art Practical K. 1
9.00 am -11.30am	Art practical K.3
1.00pm – 3.30pm	Art Practical K. 3.
9.00am -12.20pm	Music Practical F1
1.00pm -3.40pm	Music Practical F1

MOCK EXAMS LEAVING CERT 2020

PAGE 3

All exams will take place in the P.E. Hall except DCG (L.6)

9.00 – 12;00	Chemistry
9.00 – 11:50	Geography
9.00 – 12:00	DCG (L.6)
9.00 – 12:00	Biology
9.00 – 11.30	Home Economics S&S
9.00 – 11:50	History
9.00 – 12:00	Senior Engineering
9.00 – 11:30	Art (Theory)

1.00 – 3.40	Irish oral exams organised by individual Irish teachers
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All exams will take place in the P.E. Hall

9.00 – 12:00	Biology
9.00 – 12.00	Building Construction
9.00 – 12.00	Physics
9.00 – 11.50	Geography
9.00 -11:50	History
9.00 – 11:30	Economics
9.00 – 11:30	Art (Theory)
9:00 – 12:00	Business

9:00 – 12:00	Senior Engineering (Practical)	L2 /L3
13:00 – 16:00	Senior Engineering (Practical)	L2/L3

Students who have an Art exam must arrange an alternative time for the oral exam with their language teacher.

9.00am -12.20pm	French, German, Spanish and Italian Oral Exams organised by individual teachers.	
1.00pm -3.40pm		
1.00pm -3.40pm	Art (practical)	
1.00pm 3.40pm	Art (practical)	

APPENDIX 5

Junior Cert Mock Exam Provisional Timetable

WEDNESDAY 3RD. MARCH 9.00 – 12.20 INDIVIDUAL MUSIC PRACTICAL EXAM ORGANISED BY MS. E BYRNE

FROM 22ND. FEBRUARY TO 5TH. MARCH LUNCH BREAK FOR JUNIOR CERT. STUDENTS WILL BE FROM 12.20 - 1.00 PM

MONDAY 22ND. FEBRUARY.				
9.00 – 11.00 (H.L.) 9.00 - 11.00 (O.L.)	ENGLISH			
1.15 – 3.15	RELIGION			
TUESDAY 23RD. FEBRUARY.				
9.00 - 11.00	SCIENCE	OPT. 6.1 OPT. 6.2		
9.00 – 11.00	B. STUDIES	OPT. 6.5 OPT. 6.3		
9.00 - 12.00 12.30 – 3.30	JUN. ENGINEERING	OPT. 6.6		L2
9.00 – 12.00 12.30 – 3.30	H. ECO.	OPT. 6.4		M1
9.00 – 12.15	M.T. WOOD	OPT. 6.7		L4
WEDNESDAY 24TH. FEBRUARY.				
9.00 - 11.00	M.T.WD. THEORY	OPT. 6.7		
9.00 – 11.00	J. ENG. THEORY	OPT. 6.6		
9.00 - 11.00	H. ECO. THEORY	OPT. 6.		

THURSDAY 25TH. FEBRUARY.				
9.00 – 11.00	SCIENCE	OPT. 7.7 OPT. 7.6 OPT. 7.5		
9.00 – 11.00	B. STUDIES	OPT. 7.2		
9.00 – 12.00	TECH. GRAPHICS	OPT. 7.3		L6
9.00 – 12.15	M.T. WOOD.	OPT. 7.4		L1
9.00 – 12.15 1.15 – 3.40	ART	OPT. 7.1		K1
FRIDAY 26TH. FEBRUARY.				
9.00 – 11.00 (H.L.) 9.00 – 11.00 (O.L.)	IRISH	O + H PAPER		
1.15 – 3.15	GEOGRAPHY			
MONDAY 1ST. MARCH				
9.00 – 11.00 (H.L.) 9.00 – 11.00 (O.L.)	MATHS	O + H PAPER		
1.15 – 3.15	HISTORY			
TUESDAY 2ND. MARCH				
9.00 – 11.00	SCIENCE	OPT. 5.3 OPT. 5.4		
9.00 – 11.00	B. STUDIES	OPT. 5.8		
9.00 – 12.00 12.30 – 3.30	H. ECO.	OPT. 5.1		M1
9.00 – 12.15 1.15 – 3.40	ART	OPT. 5.2		K1
9.00 – 12.00	MUSIC	OPT. 5.5		F1
9.15 – 12.15	M.T. WD.	OPT. 5.6		L1
9.00 – 12.00 12.00 – 3.30	JUN. ENGINEERING	OPT. 5.7		L3

WEDNESDAY 3 RD . MARCH				
9.00 – 11.00	M.T.WD. THEORY	OPT. 5.6		
9.00 – 11.00	J. ENG. THEORY	OPT. 5.7		
9.00 – 11.00	H. ECO. THEORY	OPT. 5.1		
9.00 - 12.20	MUSIC PRACTICAL	OPT 5.5		F1
THURSDAY 4 TH . MARCH				
9.00 – 11.00	LANGUAGES			
1.15 - 3.15	M.T. WD. THEORY	OPT. 7.4		

Date of policy adoption

This policy was adopted by the Board of Management on _____

Signed: Pamela Deans
Chairperson of Board of Management

Signed: Derek Ward
Principal

Date: 23/3/2021

Date: 23/3/2021