



Our Lady and St Patrick's College, Knock

YEAR 12 CHRISTMAS GCSE EXAMINATIONS TIMETABLE**Monday 27 November – Tuesday 5 December 2017**Lunch in Dining Hall at Senior Lunch (1.25 – 2.00 pm) on Monday 27 November.Lunch in Dining Hall at Junior Lunch (12.50 – 1.25 pm) on Tuesday 28 November to Tuesday 5 December.

- All written examinations (except Music) will take place in the Sports Hall beginning on Monday 27 November and ending on Tuesday 5 December. Friday 8 December is a school holiday.
- STUDENTS MUST BE SEATED 10 MINUTES BEFORE THE START OF THE EXAM FOR REGISTRATION.
- MORNING REGISTRATION AT 9.20 am. AFTERNOON REGISTRATION AT 1.25 pm.
- **STUDY IS AVAILABLE IN THE SPORTS HALL OVER THE EXAM PERIOD**
- Students will return to class on Wednesday 6 December unless they are involved in Careers Interviews or Art Practicals.

DATE	TIME	No.	MORNING	TIME	No.	AFTERNOON
Monday 27 November	9.20 – 10.00	13	Study in Sports Hall	2.00 – 2.30	70	Study in Sports Hall GCSE Biology (1 hour) DA Biology (1 hour)
	10.00 – 11.00		Music in Music Room (1 hour) (also Year 11 Fast Track Music students)	2.30 – 3.30		
	11.05 – 11.20	185	Morning Break			
	11.20 – 11.40		Study in Sports Hall			
	11.40 – 11.50		English CAT Folders distributed			
11.50 – 1.20	English Literature (1 hour 30 mins)					
Tuesday 28 November	9.20 – 10.10	36	Study in Sports Hall	1.25 – 2.00	21	Study in Sports Hall Home Economics (1 hour 30 mins) Computer Science (1 hour)
	10.10 – 11.00		Business Studies (50 mins)	2.00 – 3.30		
	11.05 – 11.20	Morning Break				
	11.20 – 11.45	Study in Sports Hall	2.30 – 3.30	41		
Wednesday 29 November	9.20 – 10.15	103	Pupils seated in Maths and Further Maths classes	1.25 – 2.30	14	Study in Sports Hall ICT (1 hour) Drama (50 mins)
	10.15 – 11.00		Maths Non-Calculator Paper (45 mins)	2.30 – 3.30		
	11.05 – 11.20	Morning Break				
	11.20 – 12.50	Further Maths (1 hour 30 mins)				
Thursday 30 November	9.20 – 10.00	58	Study in Sports Hall	1.25 – 2.30	180	Study in Sports Hall Religious Studies (1 hour)
	10.00 – 11.00		Geography (1 hour)	2.30 – 3.30		
	11.05 – 11.20	Morning Break				
	11.20 – 11.45	Study in Sports Hall				
Friday 1 December	9.20 – 10.15	184	Study in Sports Hall	1.25 – 2.00	47	Study in Sports Hall Physical Education (1 hour 30 mins)
	10.15 – 11.00		LLW (45 mins)	2.00 – 3.30		
	11.05 – 11.20	Morning Break				
	11.20 – 11.45	Study in Sports Hall				
Monday 4 December	9.20 – 10.10	51	Study in Sports Hall	1.25 – 2.30	14	Study in Sports Hall Journalism (1 hour) Irish (50 mins)
	10.10 – 11.00		French (50 mins)	2.30 – 3.30		
	11.05 – 11.20	Morning Break				
	11.20 – 11.45	Study in Sports Hall				
Tuesday 5 December	9.20 – 10.00	13	Study in Sports Hall	1.25 – 2.40	9	Study in Sports Hall German (50 mins) Spanish (50 mins)
	10.00 – 11.00		Music in Music Room (1 hour)	2.40 – 3.30		
	11.05 – 11.20	Morning Break	2.40 – 3.30			
	11.20 – 11.45	Study in Sports Hall				
11.45 – 12.45	25	Maths T4 (1 hour)				
Wednesday 6 and Thursday 7 December	Art Practicals (Normal class for everyone else)					
Wednesday 6 – Wednesday 13 December	Careers Interviews (Normal class for everyone else)					



INTERNAL CHRISTMAS EXAMINATIONS 2017
COLLEGE EXAMINATION RUBRIC - NOTICE TO ALL STUDENTS

1. Read the examination timetable very carefully and note the times and the order in which your examinations take place. Also note where the examination is being held.
2. You must be on time for all examinations – arrive at the examination room at least 10 minutes before the start of an examination.
3. If there is a subject clash in your timetable alternative arrangements will have been made for the clashing subjects by Mr McCormick. You must obtain these arrangements from him well in advance of the examination.
4. You must take into the examination centre only the materials and equipment which are officially allowed. **ELECTRONIC OR RADIO COMMUNICATION DEVICES INCLUDING MOBILE PHONES, MP3 PLAYERS, IPODS, PERSONAL TVs/STEREOS, ARE NOT PERMITTED IN THE EXAMINATION CENTRE.**
5. You must not take part in any unfair practice when sitting the examination - you could be disqualified from all your subjects.
6. You must not talk to or disturb other candidates once the examination has started.
7. Leave in your locker or at the front of the exam room anything which you do not need, or which is not allowed.
8. Make sure you take into the examination room, pens, pencils, erasers and any instruments that you may need for the examination.
9. You must write in black or blue ink or ballpoint pen. Coloured pencils or inks may be used only for diagrams, maps, charts, etc unless the instructions printed on the front of the question paper state otherwise.
10. Do not use correcting pens, fluid or tape, highlighters or pale-coloured gel pens.
11. You may not borrow anything from another candidate during an examination.
12. You may use a calculator in certain examinations. Make sure it works properly and that the batteries are working. Clear anything stored in it. Have a spare battery with you as there are none available in the examination room. Your calculator must be of the silent type.
13. The desks in the examination room should be kept apart so that there is a space all around the desk.
14. Listen carefully to the supervising teacher and follow all instructions.
15. Read the instructions printed on the question paper and on the answer paper.
16. Fill in the details required on the front of the question paper and/or the answer booklet before you start the examination.
17. You may NOT ask for, and will NOT be given, any explanation of the questions.
18. You will not be allowed to leave an examination to go to the toilet etc., except in an emergency.
19. If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the invigilator.
20. You may NOT leave the examination room until all examination scripts have been collected by the supervising teacher.
21. In the event of the Fire Alarm being sounded, leave your examination papers on your desk and follow the instructions of the supervising teacher.
22. During the period of examinations in the College be aware that other students may be sitting examinations and you are asked to move quietly about the building, keeping noise to an absolute minimum.



TEACHER ARRANGEMENTS FOR INTERNAL EXAMINATIONS

Heads of Department

1. Heads of Department should make arrangements for the setting of all question papers in their subject. Common papers should be set in all subjects in each year group.
2. Please use the standard cover page which has been emailed to all staff.
3. Heads of Department should leave all question papers with Resources as early as possible and in plenty of time before the date of the examination. A period of two weeks is suggested.
4. Heads of Department are responsible for collecting the question papers and sorting these into envelopes for each examination. The sets of papers should be handed back to resources no later than 12.30 pm on the school day preceding the date of the examination. If there is a delay in paper preparation, please inform Resources.

Supervising Teachers

5. Morning exams will start at 9.40 am.
6. All exam supervisors should be in Exam Hall at 9.20 am to help seat the students, distribute the exam papers and ensure that a quiet atmosphere is maintained.
7. Supervisors are asked to give their attention to the proper conduct of the exam. They should keep conversation to a minimum, refrain from marking papers, reading or using their phones during their supervision periods.
8. All staff are asked to apply the rules in "Notice to Students", when invigilating examinations.
9. Registration must be taken at the start of each examination and sent back to the Students Office promptly (no later than 15 mins after the start of the examination).
10. The sets of question papers will be kept securely in Resources until they are collected at the time of the examination by the invigilator.
11. Teachers are asked to pay particular attention to the security of question papers while they are in their possession.
12. All question papers must go from Resources and NOT from a Department to the Examination Hall. All Examination scripts must be returned to Resources at the end of the examination. The staff in Resources will keep a record of all papers and scripts issued from their office.

Teaching Staff

13. Timetable clashes should be reported to Paul McCormick for resolution.
14. If a student is unable to sit an examination due to illness the examination cannot be reported on. The subject teacher concerned may decide to make alternative arrangements for the student to sit the examination. All alternative arrangements must be approved by Paul McCormick and fit in with the existing examination/supervision timetable.
15. All examination times and dates that are on the timetable issued to the students must not be changed.
16. All examination scripts must be returned to students after being marked, and before the Reports leave the College.

Students using Laptops for Exams

- Classroom Assistants will be responsible for supervising students who require laptops and memory pens. They should collect memory pens and laptops from Tara O'Connor, distribute them to the students, supervise the students and collect the memory pens and laptops at the end of the exam. They should then print out the students' scripts (in Library or Resources), forward them to Jane, wipe the memory pens and return them, along with the laptops, to Tara O'Connor after each exam.
- Please advise each student that exam work should be continually saved to a memory pen, and never to a laptop.