

BELFAST ROYAL ACADEMY

EXAMINATION ARRANGEMENTS - DECEMBER 2017

For information of parents

MORNING SESSION: All Forms: Starts 9.00 a.m.

AFTERNOON SESSION: Forms I and II: Starts 12.45 p.m.

Forms III – MVI: Starts 1.00 p.m.

Please note the following rules regarding the school examinations:

1. Pupils should arrive at their examination room for morning sessions no later than 8.50 a.m. and for afternoon sessions no later than 12.35 (Forms I and II) or 12.50 p.m. (Forms III – MVI).
2. Where pupils have more than one paper in a session, they will be allowed to revise between papers if time permits and so they should arrange to have relevant material with them.
3. Pupils are not allowed out of examinations rooms except when absolutely necessary, for example to go to the toilet. If a pupil leaves an examination room, he/she should go quickly and quietly as other pupils will be working.
4. During an examination, pupils should not have on them or near them any unauthorised material which might give them an unfair advantage. As in a public examination, breach of this rule will result in the pupil scoring zero for the paper. Pupils will be reminded of this rule at the start of every session.
5. Pupils should ensure that they are not in possession of a mobile phone or any other digital devices, including smart watches or fitness trackers, during an examination. As in a public examination, breach of this rule will result in the pupil scoring zero for the paper. Pupils will be asked to switch off any such items and place them in their bags at the start of the session.
6. If a pupil has no examination in a complete session, he/she is not required to be present in school for that session.

7. If a pupil has an examination which finishes mid-morning and has no other examination for the rest of the day, they may go home.
8. If a pupil has an examination which finishes mid-morning but they have an examination in the afternoon, they must remain in their examination room and revise for the remainder of the morning session.
9. If a pupil has an examination which starts mid-morning, they must go to their examination room for the start of the morning session, i.e. at 8.50 a.m., and revise before their examination.
10. If a pupil is ill and is unable to attend school, parents/guardians are asked to contact school in the usual way using the Attendance Line.

We wish all our pupils the best of luck in their examinations.

Dr C Scully

Deputy Principal