



Kildare and Wicklow Education and Training Board

## St. Conleth's Community College

### Post Leaving Certificate Examinations Policy

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- Examination dates and assignment deadlines will be posted in advance on relevant notice boards. Students are responsible for making themselves aware of these dates in advance.
- It is the student's responsibility to be punctual and in attendance for all exams.
- Students will not be admitted to an exam centre once the first 15 minutes of the exam has lapsed.
- Students must have their own equipment and materials for exams.
- All work submitted for examinations must be the student's own work.
- Mobile phones and other electronic devices are not permitted in examination centres.
- Communication, either between candidates or by use of electronic devices is strictly forbidden and will result in the cancellation of a student's exam.
- Prior to issuing results, students may be called to interview in order to clarify any issues or irregularities in their work that may have arisen in the tutor marking or in the External Moderation process.
- Where a student misses a scheduled exam, rescheduled exams will only be considered where a valid medical certificate is submitted.
- Requests to repeat exams will not be considered.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson, Board of Management