

Our Lady and St Patrick's College, Knock

120 Gilnahirk Road, Belfast BT5 7DL Tel: (028) 9040 1184 Fax: (028) 9079 9890 Website: www.knock.co.uk



23rd April 2018

Dear Parent(s)/Guardian(s)

Formal classes for your son/daughter will end on Friday 11th May 2018 with approved study leave in preparation for AS examinations.

During the examination period Year 13 students have the option of home study on any morning, afternoon or full day for which they have no timetabled exam. Supervised study will be provided in the College if your son/daughter wishes to avail of it. Teachers will be available for individual consultations and group work. Buses to/from the College will operate as usual. Students will be permitted to leave the College only once each day and that is for the purpose of returning home which means that your son/daughter should be either:

- 1 In the College doing an exam, or;
- 2 In the College in supervised study, or;
- 3 Heading home/at home on study leave.

Your son/daughter must wear full uniform and abide by our appearance code during the examination period. In the interests of safety students are not permitted to loiter near the shops/garages on the Gilnahirk Road/Kings Road.

It is the responsibility of students to ensure they have read the exam timetable correctly and that they arrive in good time with the appropriate equipment/texts for each exam. Year 13 students must be in the College at least 10 minutes before the starting time of the exam i.e. by 9.20 am in the morning and by 1.20 pm in the afternoon. They must check the seating plan for each exam and if their names do not appear on the seating plan they must inform Reception immediately.

Each student has been provided with a copy of the examination timetable and a copy of the examination rules and regulations. It is important that these rules and regulations are read, understood and followed. Your son/daughter is expected to remain in the exam hall until the end of each exam and to leave quietly and in an orderly manner on the instructions of the examination supervisor. Your son/daughter must follow the supervisor's instructions at all times while in the examination hall. If students encounter a problem during an exam they should attract the supervisor's attention by raising their hand. Communication with other students is not permitted. Water bottles should not have any visible writing.

Mobile phones are **NOT** permitted inside the exam hall (even if they are switched off). Any student found with a mobile phone in the exam hall will be subject to penalty and possible disqualification from that exam (ref Joint Council for Qualifications). The College cannot accept responsibility for students' mobile phones and it will not be possible for students to leave their mobile phones with a member of staff.

If for any reason an exam does not start promptly, students sitting a two hour exam in the afternoon may not be dismissed at 3.30 pm to get the school bus and should be prepared for this eventuality.

Your son/daughter's AS results will be posted home and should arrive on **Thursday 16th August 2018**. Students may wish to collect their results in person from the College after 9.30 am on that day. Further information will be available on the College website: www.knock.co.uk

May I take this opportunity to wish your son/daughter every good fortune and success with meaningful revision and in the examinations in the weeks ahead.

Yours sincerely

D G Mullan

Dermot G Mullan
Principal