



**St. Louis**  
GRAMMAR SCHOOL

151 Newry Road  
Kilkeel, Co. Down, BT34 4EU

Dear Parents / Guardians,

23<sup>rd</sup> November 2022

Year 8-14 examinations begin on Wednesday 7<sup>th</sup> December. Please find enclosed a copy of the internal examination timetable. During the examination period the following points will apply:

- All pupils must be present in school at least 15 minutes before the start of each examination.
- Full school uniform must be worn.
- Year 8-10 must stay in their designated classroom for the full day.
- Pupils in Year 11-14 are required to be in school for examinations only. They are permitted to leave after their last exam of the day. Parents/Guardians need to agree transport arrangements, for pupils leaving school earlier than 3.20pm, with the school.
- School rules and disciplinary procedures apply to all pupils sitting examinations.
- Normal rules governing examinations apply as outlined by the examining bodies (JCQ, CCEA etc.) for external exams. Students should note, in particular, the regulations relating to mobile phones and watches. The regulation is as follows:

**“YOU MUST NOT BRING MOBILE PHONES OR ANY OTHER DIGITAL OR ELECTRONIC MEDIA STORAGE DEVICE INCLUDING PHONES/ HEADPHONES/ AIRBUDS/ WATCHES/ IWATCHES ETC INTO ANY EXAMINATION ROOM. Possession of unauthorised items is an infringement of the regulations and could result in Disqualification. No watches are allowed in any examination room.” (JCQ 2017)**

- Any student suspected of MALPRACTICE during an examination will be questioned briefly during the examination; this will be indicated on the student’s answer paper.
- If a student is waiting between examinations in school, they must stay in the designated study area **and must not leave the school at any time.**
- If you feel your son/daughter cannot study at home, please contact their Year Head as a study facility is available in school.
- Classes will begin as normal on Thursday 15<sup>th</sup> December. Full attendance is essential after the examinations conclude as teachers will be returning scripts and going over examinations.

Internal examinations provide an excellent opportunity for pupils to prepare for their summer examinations. Therefore, it is essential that students prepare well in advance of exams. Please ensure that your son/daughter follows a rigorous programme of study and makes all the necessary preparation in order to fulfil their potential. Finally, I would like to take this opportunity to wish your son/daughter every success in their examinations.

Yours faithfully,

*Mr E. McGlue*  
Vice Principal



Specialist Schools  
and Academies Trust  
EXCELLENCE AND DIVERSITY

