



# Coláiste Pobail Bheanntraí

Seskin

Bantry,

Co. Cork.

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Tuesday 23<sup>rd</sup> May, 2017

Dear Parent/Guardian

As you know the Leaving Certificate (LC) and Junior Certificate (JC) State Examinations commence Wednesday, 7<sup>th</sup> June 2017. It is important to realise from the outset that the State exams are overseen and administered by the *State Examinations Commission (SEC)* with the co-operation of the school authorities. In this respect, while the students are on the school campus and in the school building, they are required to be in compliance with the school 'Code of Behaviour'. However, once the students enter the examination hall/centre they are entirely subject to the authority and discretion of the 'Superintendent' (appointed by the *SEC*) and are required, in all matters related to the examination, to follow the instruction and direction of the *SEC* 'Superintendent'. In this regard, parents/guardians of JC students should be aware that 'Superintendents' in JC exam centres are under instructions from the *SEC* "not to entertain requests from candidates to change (exam paper) levels". In the exceptional circumstances where a student requests to change levels, a form, signed by the parent/guardian, must be submitted in advance to the school. The school will support such an exceptional request by submitting a supporting letter to the 'Superintendent' but ultimately it is at the discretion of the 'Superintendent' to accept or deny the request.

I had a meeting this morning, on Tuesday 23<sup>rd</sup> May with LC students and am meeting with JC students, tomorrow, Wednesday 24<sup>th</sup> May, during which they were/(will be) provided with important information regarding arrangements for the operation of the State Examinations in the school from Wednesday 7<sup>th</sup> June onward. In the first instance, the examination year students were given a copy of the JC and LC 2017 timetable. You should also be aware that the LC and JC 2017 examinations timetable are available for viewing on our own school website, to be found by clicking on the 'State Examinations 2017' tab on the left hand side of the home page. In this respect, it is of the utmost importance for parents/guardians to realise that it is each candidate's own responsibility to carefully note the days, and, indeed, the exact times, as set down in the official timetable, in which the candidate is scheduled to present himself/herself in the exam centre for examination in their selected subjects

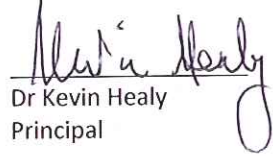
In the school, each of the LC students has been provided with a 'Candidate Information Booklet 2017', courtesy of the *State Examinations Commission*. This booklet is normally made available online and if you wish to view it, it can be found at the following address: <http://www.examinations.ie> then, from the menu on the left, click on 'Candidates' tab followed by clicking on 'General Candidate Information'. While the booklet is primarily designed for the information of LC students, the section on the 'Conduct of Candidates during Examinations' is relevant to all examination candidates and this section is available online at the following address: <http://www.examinations.ie/index.php?l=en&mc=ca&sc=gy>

For the duration of the exam period, LC and JC students are being exempted from the requirement of wearing the school uniform but they have the option of wearing the uniform if they so wish. Notwithstanding this, all students are required to be dressed suitably and respectably as deemed appropriate by the school authorities. In addition to not being required to wear the school uniform, you should also be aware that JC students are being allowed 'down town' during the interval between the finish of the morning exam and the commencement of the afternoon exam, which in some instances may be a considerable period of time.

For your information, you should also be aware that the canteen in the school is going to be closed during the exam period. The school bus transport system will be in operation for the duration of the examination period. Buses will collect students in the morning at the usual times in order to deliver students to the school in sufficient time for the commencement of the first timetabled exam each day – buses will operate again in the evening, collecting students at the school after the completion of the last timetabled exam each day.

May I take this opportunity to wish you and your child the best of luck and success during the exam period.

Yours sincerely



Dr Kevin Healy  
Principal