

MAYO, SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD

# Drumshanbo Vocational School

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Dear Parent(s)/Guardian(s),

As we approach the end of this school year, we want to draw your attention to some items of relevance to Third Years for their forthcoming Junior Certificate exams.

The State Exam Commission (SEC) requests that schools remind candidates that, unless there are exceptional circumstances, it may not be possible, to change subject levels from those already entered. If there are exceptional circumstances where there is a need to change levels from that entered, please send a note on the day of the exam, giving your consent to change. This will have to be signed by the Principal / Deputy Principal or teacher-in-charge on the day. In the past, changes have been accommodated by the SEC.

Students must make sure to bring all necessary equipment – pens, pencils, calculator etc.

Candidates are required to be at the school at least half an hour before their first exam and 15 minutes before all subsequent exams. The examination timetables are on display in the front entrance of the school and a link to the timetables is also available on [www.examinations.ie](http://www.examinations.ie). A copy of the amended collection timetable for the buses will be displayed on the school exams notice board if and when it has been received from Bus Eireann.

All Junior Certificate students are requested to wear the full school uniform (unless there are medical or other valid reasons) for the duration of the exams. We will not add to their stress by reprimanding any student out of uniform – it will, however, be noted, parents may be contacted and any issues arising will be dealt with at an appropriate time. We expect that all our students will comply with the regulations for the exams that will be enforced by the SEC Superintendents.

There will not be any yard or break supervision during the exams and students may leave the school grounds when not doing exams. All students are strongly encouraged to stay in the exam centre for the full duration of each exam. School books rented as part of the school-book rental scheme must be returned to R403 on the day of the subject's exam.

We wish all our examination candidates every success and a relaxing summer when they're all over !

Yours sincerely,