

Policy on

Attendance at In-house Exams and Pre Examinations

At



Tarbert Comprehensive School

Students are not permitted to arrive in late or go home early for the duration of the exams – instead all students will be expected to remain in school for the full school day and study at times when they are not sitting exams.

There are a number of reasons for this policy but mainly because:

- A signing in and signing out system during exams is highly disruptive on the school environment and makes it difficult to monitor student attendance. Child Protection obligations places significant requirements on schools to monitor student attendance and participation at all times.
- Pre – examinations are held during the normal school day and therefore normal expectations around attendance apply

Therefore - students are required to be present in school for the full day when they have timetabled exams. Any student who disregards these instructions and feel they can arrive for part of a day will have their exams automatically deferred to either:

- Another time/date later in the School week or
- At home outside School in a controlled environment or
- A day or days within the February mid-term break (Pre-Exams only)

Students are required to bring in sufficient notes, books and material so as to study in a calm and silent environment at times when they don't sit exams. Headphones are not permitted at these study times. Students will still have sufficient time available to them for study at home after school.

Naturally there may be occasions where doctors' appointments etc. will occur during exams. Parents are asked as much as possible to avoid this during exam time. However where this is unavoidable Parents are asked to contact the School beforehand and inform School Management. Every effort will be made to accommodate any student who may miss an exam/part of the exams as a result of a bereavement or certified sickness but only within the duration of the in house exam dates themselves. In some situations parents may be asked to administer a missed exam in a controlled environment at home to their son/daughter. Unfortunately no exam can be administered to a student ahead of the scheduled exam date. Students who miss an exam or exams due to family holidays, sporting or cultural commitments such as concerts, weddings, etc. cannot be accommodated in this manner.

Attendance is also vital in the lead up to the exams – students should under no circumstances be away from school prior to the pre-exams as they are losing out on valuable tuition time. Teachers will be working fully right up to these exams.

Pre – examinations are specifically placed on the school calendar prior to midterm so as to allow exam students relax during the midterm break and thus ensuring they have sufficiently recovered for the busy half term prior to Easter.

While the pre examinations are an important milestone in exam preparation, it is expected that they will not be an undue source of stress or anxiety for students. Instead pre examinations should be seen as an exercise in preparing students mentality, techniques, timings and standards so as to build a strong foundation for the June exams.

Mr. Richard Prendiville,

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