



Dear Parent(s) LC Students,

The guidelines below were issued to all Leaving Certificate students this morning on their Year Group Google Classroom platform. They also received their Exam centre and room number. **If your son/daughter is not sitting an exam that he/she has selected on the Exam Portal we ask that you inform the school directly by email - [info@mercyballymahon.ie](mailto:info@mercyballymahon.ie)**

Candidates will miss some or all of their examinations if, in advance of, or at any stage during, the period of the examinations, they:

are diagnosed with COVID-19.

- are unwell and have any of the symptoms of COVID-19.
- are self-isolating or have been instructed to self-isolate.
- are quarantining or otherwise restricting their movements.
- are a close contact of a confirmed case.

### Guidelines for Leaving Certificate 2021

- All students must fill in a Self-declaration Covid 19 Form before sitting a Leaving Certificate exam. This form is available on our website and can be submitted online.
- **A reminder to always wear face masks and to practise social distancing at all times.**
- Students must wear their full school uniform. Please familiarise yourself with your exam centre and room number on Google classroom. Students in separate centres have been emailed directly.
- Students are asked to enter the school building through the lower part of the school. Centres No 20 to 25- Please use the door beside the Technology room or beside Room 26 to enter and exit the building. These centres must use the 5<sup>th</sup> Year toilets. Centres 18, 19, 26, 27, 28, 29 and 30 please enter and exit beside the Music room. These centres must use the 6<sup>th</sup> Year toilets at the bottom of the link corridor.
- **Smart phones** and **Smart watches** are forbidden from the exam centre.
- Candidates are asked to be in their seat **30 minutes** before the exam start time on Day 1 and at least **15 minutes** in advance of each exam after that.
- If for some unforeseen circumstance a student is late, they can be admitted to the exam centre up to 30 minutes after the exam start time; however that time is forfeited and not added on.
- Candidates are not allowed to leave the exam centre within the final 10 minutes of the exam.
- Students who have an afternoon exam will be allocated a designated room for lunch/study time. This room number is also listed below and will be on the door of the room you are your sitting exams in.
- It is important you **DO NOT MIX** in other rooms; we also ask that you **DO NOT** leave the school grounds between exams i.e., morning and afternoon exam.
- Please stay in your assigned rooms/centres and avoid mixing.

Best of Luck!!