

# **Our Lady of Mercy College Beaumont**



## **External Exam Candidates Policy**

Approved by the Board of Management in January 2022

## Mission statement

The core value of Our Lady of Mercy College Beaumont is respect for all and the nurturing of individual potential, academically, spiritually and culturally as a member of the school and wider community and in the spirit of the Mercy Ethos.

### Rationale

State Exams are a time of anxiety and worry for all students and we have a duty of care to our own students during this stressful time. We strive to provide a safe and secure environment for our students so they are as comfortable as possible during the exams.

The Board of Management will not approve requests from students outside the school wishing to sit State Exams in Our Lady of Mercy College, as this may impact negatively on our own students.

However, where there will be no impact on the wellbeing of the students of Our Lady of Mercy College, the Board of Management **may** approve requests from:

- Past pupils of Our Lady of Mercy College (who have previously sat the Leaving Cert in this school) wishing to sit one or 2 subjects.
- Local Principals seeking accommodation for a student unable to sit exams in their school for specific and disclosed reasons.
- Local education services where students will be accommodated in special centres and for whom the service will provide supervision for the student before and after the exam.
- At the request of the Department of Education to accommodate a student in a special centre.

These particular requests will be assessed on a case by case basis. The School Principal has the right to refuse such permission on behalf of the Board.

In order to seek approval to sit the State Examinations as an external candidate in Our Lady of Mercy College, the candidate must first download the school permission form from the SEC website and present it to the Principal to be signed. The candidate will be assigned to that centre provided approval has been obtained from the Board of Management and accommodation is available.

On the first day of the examinations each external candidate must make themselves known to a member of the Senior Management Team before proceeding to an Examination Centre.

External candidates should present the signed authorisation form along with photo i.d. at all oral/ practical/ written examinations. i.e. Public Services Card, Passport, Driving Licence.

External candidates are required to adhere to the code of behaviour of Our Lady of Mercy College, (a copy of which is available upon request)

External candidates will not be obliged to wear the school uniform but must present in a manner respectful of the school ethos.

The School Management reserves the right to withdraw approval to use the school as an exam centre for behaviour contrary to the management and / or interests of the school or our students.

It is the responsibility of each external candidate to apply to the State Examinations Commission and register for their examination(s). The State Examinations Commission will issue an examination number to the candidate.

Our Lady of Mercy College will accept no responsibility for the verification of or safeguarding of project or practical work presented by an external candidate.

Signed: \_\_\_\_\_ Date: 21st January 2022  
Mr. Gerry Lambe, Chairperson