

## **Policy for External Candidates sitting Leaving Certificate Examination(s) in CCS**

### **Rationale:**

To ensure the integrity of the State Examinations and to remove any expectation that the school management or teaching staff can or may verify material presented by an external candidate.

### **Policy:**

CCS will facilitate an external candidate who makes a written request to the school to use the school as their exam centre. 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.

Carndonagh Community School will facilitate an external candidate sit the Leaving Certificate Examination(s) but will accept no responsibility for the verification of or safeguarding of project or practical work presented by an external candidate. Only those candidates in full time attendance in Carndonagh Community School will have project or practical work verified by the teacher who has instructed him/her in class.

It is a condition of approval to avail of the school as a Leaving Certificate Centre that each external candidate shall co-operate with all relevant school rules and policies and follow any directions or instructions from the school management, Department of Education & Skills or their agent.

An external candidate will not be obliged to wear the school uniform but must present in a manner respectful of the school ethos. On the first day of the examinations each external candidate must introduce him/herself at the Main Office.

**The School Management reserve 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.**

**Approved by the Board of Management 25 / 02 2010**