

Presentation Secondary School Listowel

Co. Kerry



Mock Exams Policy

Date of policy adoption

This Policy was ratified by the Board of Management of Presentation Secondary School, Listowel

Signed Shane O'Donoghue Date 10/2/2026
Chairperson, Board of Management

Mock Examination Policy

Mock examinations provide students with an opportunity to practise examination techniques, experience formal exam conditions, receive feedback, and identify areas for improvement in advance of the State Examinations.

Provision of Supports During Mock Examinations

The State Examinations Commission (SEC) provides a range of accommodations during the official State Examinations. However, these provisions are not funded or provided by the Department of Education or State Exams Commission for mock examinations. No financial resources are supplied to schools for readers, scribes, separate centres, supervised access to assistive technology, or other accommodations during mock exams. As a result, the school cannot guarantee the same level of provision that applies for the official State Examinations when running mock exams in school.

School-Based Supports for Students with Additional Needs

Where facilities, staffing, and resources allow, the school will make every reasonable effort to support students with additional educational needs during the mock exams. Support may include the use of available rooms, access to assistive technology where practical, or other reasonable accommodations that do not require additional funding or resources. These supports are dependent on in-school resources only. When Mock exams are in progress and other year groups have classes, teachers and SNAs must continue to carry out their normal teaching and care duties and therefore can only be reassigned to act as individual supervisors, readers, or scribes for certain mock exams.

Timetabling and Management

The Deputy Principal is responsible for creating the mock examination timetable, allocating available rooms, staff, and resources, and managing day-to-day logistics as issues arise. This allocation is carried out within the constraints of the school's existing timetable and staffing requirements therefore changes may need to be made on a day-by-day basis as issues arise.

Expectations of Parents and Students

The school asks parents and students to recognise that every effort is made to support students fairly during mock examinations. The level of support available is limited by staffing, facilities, and absence of external funding. The same provisions that apply for State Exams cannot be guaranteed during mock examinations. Mock exams are a school-based assessment, and arrangements are necessarily different from the formal State Examinations.

Payments for Mock Exams

Payments for Mock Exams are set by the various providers of the exam papers. Parents are requested to submit payments in advance of the school ordering papers. Incomplete payment will mean that the student's mock exam papers are not ordered or corrected.

Use of Assistive Technology

Personal devices are not permitted during the mock exams, students will be allowed school laptop or Wriggle supported laptops purchased by students.

Attendance During Exams

Students are required to be in school for the duration of the school day unless absences are recorded by parents on Compass. The Leaving School Early policy is required to be implemented by parents if the student is leaving school during the school day. Roll calls are taken for every exam.

Students are required to remain in the exam centre for the duration of the exam. They can study for the next exam once the examination paper has been handed up.

School sanctions will be applied where students are not compliant with the policy.