

Procedures for Examination Centres

Entry forms, with particulars filled in and accompanied by fees, must reach the exams administrator as follows:

FOR EXAMINATIONS TO BE HELD BEFORE CHRISTMAS – 1st NOVEMBER

FOR EXAMINATIONS TO BE HELD BEFORE EASTER – 1st FEBRUARY

FOR EXAMINATIONS TO BE HELD AFTER EASTER – 1st MARCH

- **Any school or teacher presenting at least TWENTY candidates for examination in any one subject may secure a local centre for that subject.**
- Those presenting fewer than TWENTY candidates may obtain a centre by paying the equivalent to the fees of twenty candidates. Alternatively you may send the candidates to the nearest existing centre, providing that this is convenient for that centres' teacher.
- The school or teacher fixes fees on the assumption that the venue for examination will be provided.
- If through illness a candidate is unable to attend the examination at the appointed time, re-entry will be allowed for the same grade on payment of a transfer fee of €5.00, or for a higher grade on payment of the difference of fees, (plus a transfer fee of €5.00). Candidates who have been in contact with an infectious illness must not be presented for examination unless they are out of quarantine.
- The candidate's entry cards with dates and hours of examinations will be forwarded to each centre, within one week of the examination.
- The results of examinations will be forwarded as soon as possible. Responsibility is not accepted for loss of report cards after despatch by post. Where report cards have been lost the total marks obtained, but not the details, will be supplied on application.
- Heads of schools or centres are requested to ensure that the examination room is clean, warm and well lit, with a table and chair in the venue for the exams. Noise levels outside the exam room should be kept to a minimum.
- Teachers presenting students with special needs should contact the office for advice regarding examinations.
- **Please note that any candidates wishing to cancel/postpone their old diploma exam within four weeks of the diploma exam date in December and June sittings will incur a €100 cancellation fee.**