



**LORETO SECONDARY SCHOOL,  
CLONMEL**

**External Candidates sitting State Exams  
in Loreto, Clonmel Policy**

**Ratified by  
The Board of Management  
On 21<sup>st</sup> November 2022**

## Policy for External Candidates sitting State Exams in Loreto Clonmel

### Rationale:

- To ensure the integrity of the State Examinations.
- To remove any expectation that the school management or teaching staff are responsible for the pastoral care of external students.
- To remove any expectation that the school management or teaching staff can or may verify material presented by an external candidate.

### Policy:

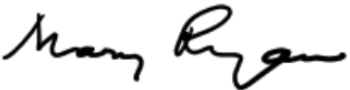
Loreto, Clonmel will only facilitate an external candidate if:

- The student is **not enrolled** in another school.
- The student makes a written request to the school to use the school as their exam centre.


In granting permission for a person to be an external candidate in Loreto, Clonmel the following applies:

- It is the responsibility of each external candidate to apply to the State Examinations Commission and register for their examination(s).
- It is the responsibility of each external candidate to read and follow all the regulations set down by the State Examinations Commission.
- The State Examinations Commission will issue an examination number to the candidate.
- Loreto, Clonmel will facilitate an external candidate to 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 Loreto, Clonmel will have project or practical work verified by the teacher who has instructed the candidate in class.
- It is a condition of approval to avail of the school as a Leaving Certificate Exam 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 and understand that the school is unable to provide pastoral care for external students.
- 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.

This policy was agreed on the date noted below.

Signed:   
Mary Ryan, Chairperson of Board of Management

Date: 21<sup>st</sup> November 2022

Signed:   
Anne McGrath, Principal

Date: 21<sup>st</sup> November 2022