

WELCOME TO COLÁISTE STIOFÁIN NAOFA

I'd like to take this opportunity to congratulate you on securing your place on a course at Coláiste Stiofáin Naofa and to welcome you to a very special college.

The skills you acquire during your stay with us combined with our close links with industry will improve your prospects of going on to employment or further study.

Coláiste Stiofáin Naofa offers a friendly and lively environment in which to learn. The college prides itself in having a dynamic and dedicated staff to meet students' needs. The college also recognises the lifelong skills to be gained by involvement in extra curricular activities. Thus you are encouraged to get involved in the lively array of clubs and societies on offer.

Again we welcome you and hope your time will be pleasant and productive.

Tim Kelleher
Principal

PERSONAL INFO

CONTACT INFO

Name: _____

Home Address: _____

Telephone: _____ Mobile: _____

Email: _____ Passport No.: _____

COLLEGE INFO

Term Address: _____

Telephone: _____ Term Dates: _____

MEDICAL INFO

Doctor: _____

Address: _____

Telephone: _____ Blood Group: _____

Allergies: _____

In case of emergency please contact: _____

DATES TO REMEMBER

PERSONAL CONTACTS

Name: _____

Address: _____

Telephone: _____ Mobile: _____

Email: _____

Name: _____

Address: _____

Telephone: _____ Mobile: _____

Email: _____

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Address: _____

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COLÁISTE STIOFÁIN NAOFA MANAGEMENT STRUCTURE

Principal: Tim Kelleher / Deputy Principal: Willie Mc Auliffe

COURSES

ADULT & CONTINUING EDUCATION DEPARTMENT

Head: Shane Lehane
Asst: Carol Turpin
Head VTOS: Karen McGrath

PART-TIME/NIGHT CLASSES

Director: Mary Scriven
Head: Wendy Keenan
Asst: Paddy Gleeson/Paul Cotter

APPLIED SCIENCE DEPARTMENT

Head: Bernard Brennan
Asst: Eoin O' Luasa

ART & DESIGN DEPARTMENT

Head: Rachel Abraham
Asst: Carol White
Asst: Stephanie Dinkelbach
Asst: Lucy Phelan

BUSINESS/MEDIA/SOCIAL STUDIES DEPARTMENT

Head: Anne Hanly
Asst: Jacqueline Kearney

ENGINEERING & DESIGN DEPARTMENT

Head: Vacant
Asst: Tom Ryan
Asst: Ray Dennehy

PERFORMING ARTS DEPARTMENT

Head: Chris Ahern
Asst: Denise Ryan
Asst: Johnny Campbell

SPORT & RECREATION DEPARTMENT

Head: Jo Fitzgerald
Asst: Eileen Fleming

ADMINISTRATION STAFF

Manager/Finance: Emer Walsh
Accounts: Padraig Barry
Salaries: Mary O' Leary
Grants/Special Schemes: Niamh Barry
Student Services: Vacant
Adult Education: Margo Jennings

ADMINISTRATION

EXAMINATIONS DEPARTMENT

Head: Sean Roberts
Asst: Ursula O' Sullivan
Asst: Elizabeth Begley
Asst: John Halpin
Asst: Jenny Monks

STUDENT SERVICES DEPARTMENT

Head: Elizabeth O' Donovan
Asst: Vincent O' Brien
Disability Officer: Siobhan Daly
Head: Raymund O' Connor
Asst: John Cunningham
Guidance Counsellors: Siobhan Daly
Jim O' Connell
Sports Officer: Paddy Gleeson

INFORMATION TECHNOLOGY DEPARTMENT

Head: Richard O' Sullivan
Asst: Bartley Burns
Asst: Andrea Halpin
Asst: Damian Collins
IT Technician: Wayne Henry

MARKETING DEPARTMENT

Head: Joe Hartnett
Head: John Barry
Asst: Vacant

CARETAKING/TECHNICAL STAFF

Senior Caretaker: Jack Murphy
Caretaker: Dave Casey
Attendant: George Ward
Attendant: Cornelius O' Sullivan

STUDENT GUIDELINES

ATTENDANCE/PUNCTUALITY/BEHAVIOUR

Students are being trained and equipped with the necessary skills to take up employment in the workplace. Therefore the college will apply the attendance/punctuality/behaviour expectations of the workplace.

Students will be expected to have excellent levels of attendance/punctuality. It is recognised that there will be times when students will be unable to attend classed for various reasons. In such instances, students will be expected to explain these absences to their teacher or Course Director.

Students who have difficulty with start/finishing times should make alternative arrangements with the Course Director.

Staff will regularly monitor students' attendance/punctuality.

CONDUCT

The College requires students to conduct themselves with consideration for others in and around College buildings and also in public places. Inappropriate behaviour would include;

- any conduct which disrupts or is likely to disrupt teaching or the administration of the College;
- use or attempted use of unauthorised or unfair means in connection with examinations;
- violent, reckless or negligent conduct causing or intending to cause, damage to persons or property, or disorderly conduct;
- gross or repeated offensive behaviour towards any member of the College staff;
- failure to comply with any of the College Regulations.

If a student persists in poor attendance/punctuality/behaviour and/or is affecting the smooth running of the course, the student will be asked to leave the course.

NO SMOKING

In the interests of the common good and particularly in helping to promote a clean and healthy environment within the College, students must observe "No Smoking" signs. Any student found smoking in any area of the College other than a designated smoking area may be suspended.

DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

Richard O'Sullivan email: r.osullivan@csn.ie

All users of the college ICT facilities will require a user account before they can access any college system. Such access to the college's ICT resources is a privilege extended to all students of this college. In order to exercise this privilege, and to facilitate both the effective use of ICT facilities and the creation of a pleasant and safe working environment, students are asked to familiarise themselves with the following terms and conditions:

- Computers in this college may only be used by students actively engaged in college approved or course related work
- Students are required to log on and log off all computerised systems at all times
- Students are expressly forbidden from interfering with hardware and software settings
- All Internet access is moderated, inappropriate browsing of Internet sites, downloading/installing of non-commissioned software, transmission of illegal /defamatory or obscene material is unacceptable
- Using computers to play games is explicitly forbidden
- Using on-line chat room facilities that are not college approved is explicitly forbidden
- Using social networking sites that are not college approved is explicitly forbidden
- Using file sharing or peer-to-peer networking sites is explicitly forbidden
- No food or drink is allowed in any room that hosts computers
- Use of mobile phones in any of the college's computer rooms is prohibited
- Students must display their CSN ID card in a prominent position at the workstation when using any computer. Any student who cannot provide their ID card for inspection on request may be asked to leave the facility

Students should understand that computer rooms are also classrooms. We ask that students work quietly at all times and avoid unnecessary disruption to other users of the facility

Students are directly responsible for their actions and are accountable to all staff members of this college. If a member of staff observes any student in breach of college regulations, the offending student will be asked to cease that activity immediately and/or face sanctions or punitive measures.

USING IT FACILITIES OUTSIDE OF TIMETABLED COMPUTER CLASSES

Open access to the computer facilities is provided Monday to Thursday from 4.00pm onwards. Any student wishing to use ICT facilities outside scheduled class times:

- Must display their CSN ID card beside them at all times
- Are required to work quietly at all times and avoid unnecessary disruption to other users
- Should seek permission to use computers from any teacher taking classes in the facility at that time.

Ideally, such permission should be obtained before a timetabled class commences. Please note that permission is granted at the discretion of the teacher in question and may NOT always be given.

Any student that has been granted access to computers during non-timetabled classes is NOT allowed to seek instruction from teachers operating in the computer facility at that time

INTERNET LEGISLATION

The college will provide, on request, information on the following legislation relating to the use of the Internet which students can familiarise themselves with

- Data Protection Act - Amendment (2003)
- Attacks against Communications Systems (2002)
- Copyright and Related Rights Act (2000)
- Child Trafficking and Pornography Act (1998)
- Interception Act (1993)
- Vide Recordings Act (1989)
- Data Protection Act (1988)

SANCTIONS

- Physical abuse of ICT equipment, misuse of the Internet and/or other computer facilities will result in the immediate withdrawal of access privileges for an indefinite period of time
- In the event of a serious breach of college regulations, access privileges will only be restored following a meeting between the student, the course coordinator and the IT system administrator.
- Punitive measures may also be incurred, i.e., suspension or expulsion from a course of study
- The college also reserves the right to report any illegal activities to the appropriate authorities

PEER-TO-PEER FILE-SHARING (P2P)

- CSN reserves the right to disable access to P2P applications if there is any evidence that their continued use is likely to cause a degradation in network performance or security, or there is a risk that it will expose the college to legal action
- CSN also reserves the right to disconnect any computer and/or user from the network where there is evidence that the computer is being used in a manner which breaches copyright or data protection legislation or which puts the services available to other users at risk

SOCIAL NETWORKING SITES

It is recognised that certain social networking sites can provide a legitimate service and nothing will be done to interfere with such use where permission has been sought and approved and adequate precautions are taken to protect network performance and security. However:

- CSN reserves the right to disable access to social networking sites if there is any evidence that their continued use is likely to cause a degradation of network performance or security or there is a risk that such access exposes the college to legal action
- CSN reserves the right to disconnect any computer and/or user from the network where there is evidence that the computer is being used in a manner which breaches copyright or data protection legislation or which puts the services available to other users at risk

STUDENT SERVICES

Student Services is a central part of life at CSN. It is made up of an integrated network of people and resources and provides information, advice and support to students. This support includes Careers and Counselling Service, Library/Resource Centre and Information Technology.

COUNSELLING SERVICE

Siobhán Daly [email: s.daly@csn.ie](mailto:s.daly@csn.ie)
Jim O'Connell [email: j.oconnell@csn.ie](mailto:j.oconnell@csn.ie)

We offer a professional and confidential counselling service that listens to students on all manner of issues.

We provide a caring and non-judgmental atmosphere in which to help students cope with their circumstances and approach their lives with confidence.

Appointments can be made by calling to the Guidance and Counselling office or by phoning 021-4969034 or 021-4961020 Extension 226, where we will be on hand to help you.

COUNSELLING SERVICE

Effective careers planning means exploring your options early. Our careers team are here to help. Whatever your age, course of study, plans or aspirations, the Careers Service is available to you.

Professionally qualified careers advisers are available for consultation on career choice, further study options, presentation and other work place skills, job search, applications/interview procedures and aptitude tests.

The Career Guidance Office contains a wide range of information on careers and further study options. Comprehensive information, internet access, computerised guidance programmes, video library etc., are all available to our students.

STUDY AND LEARNING SUPPORT

If you need assistance in:

- Completing assignments
- Researching projects
- Revising difficult topics
- Exam techniques

Contact the Study Support Facility where assistance is offered in small class groups and on a one to one basis.

You can also make an appointment through our guidance counsellors Siobhan Daly and Jim O'Connell or through the tutors. Check posters in the college for times and rooms.

DISABILITY SUPPORT SERVICE

Siobhán Daly
[email: s.daly@csn.ie](mailto:s.daly@csn.ie)
[telephone: 021 - 4969034](tel:021-4969034)

The college welcomes applications from students with disabilities, medical conditions and special needs.

The Disability Support Service provides advice, information and support to such students. If you need any particular supports or arrangements it is advisable to contact the college in advance of admission. Alternatively contact the Disability Support Service as soon as you are accepted on your course of study.

LIBRARY RESOURCES

Elizabeth O'Donovan [email: L.odonovan@csn.ie](mailto:L.odonovan@csn.ie)

This centre provides the perfect learning environment for students at the college. It serves as a resource bank for the information requirements of the college and ensures each student equality of access to resources. Students can avail of study places in the Library and will find its peaceful surroundings conducive to study.

The library has a growing collection of research materials which are important learning resources to support the student at CSN. This collection includes reference books, textbooks, periodicals, reviews and CD ROMs. A VCR/DVD player is available to students who may wish to view videos, films, etc. recommended by the tutors.

Within the library is a special section on careers where the student can access information on the main educational institutions in Ireland and Britain. Copies of the different prospecti are on display.

Students require their college id card to access or borrow books from the library.

CRÈCHE

Lorraine Feehan

Coláiste Stiofáin Naofa Crèche is a subsidised facility within the college campus available to daytime students attending the college. Opening hours are 9am-5pm Monday – Friday during term time. Any student requiring childcare throughout the year is advised to call to the Crèche to check availability and put their name on the waiting list.

Our aim is to provide child-centred quality care that meets the needs of parents/guardians returning to full time or part time education. This is achieved through the hard work, commitment, expertise and dedication of our Crèche staff who prepare our programmes of care and education, taking into consideration the needs of each individual child and family. The childcare team is made up of all qualified staff.

The Crèche has been awarded the National Children's Nurseries Association Centre of Excellence award in 2007- 2009. These awards acknowledge services that provide excellent standards of care for children in Ireland and this is the third consecutive time that Coláiste Stiofáin Naofa Crèche has received the award.

Our Crèche premises are bright and cheerful consisting of three spacious playrooms, a separate kitchen/dining area, sleep room, toilets and changing facilities and a large well equipped playground which enable us to provide a balance of care and education.

ACCOMMODATION

An Accommodation List is available from Main Reception

Every year, the college is host to a large body of students from different parts of the country and indeed from different corners of the world. To this end, the college provides a list of addresses to students who wish to avail of local accommodation with families. Alternatively, local newspapers and flat finding agencies will help you select the most suitable place while attending your course. Additionally, the college is within easy reach of a number of the recently constructed student accommodation complexes in Cork.

COLLEGE CAFETERIA

Hazel Fleury or Vivienne Johansson

Blackboard Catering provide a delicious range of appetising snacks and meals for staff and students throughout the college year. Our emphasis is on "home cooking" for the student pocket. All the food is freshly prepared on a daily basis using local produce of the finest quality. No wonder the cafeteria is the social hub of C.S.N. The "hatch" opens at 8:30a.m. and closes at 2:30p.m. There is a wide range of snacks and refreshments available from vending machines to cater for students when the kitchen is closed.

STUDENT COUNCIL

John Cunningham

Each course in the college elects a class representative who attends Student Council meetings. The council provides a forum for students to establish clubs or societies within the college. Two members of the Student Council are also elected as representatives on the Board of Management. Students are encouraged to participate to ensure that the Council is as active and vibrant as possible.

SPORTS FACILITIES

Elizabeth O'Donovan [email: L.odonovan@csn.ie](mailto:L.odonovan@csn.ie)

SPORTS HALL

The College has a large state of the art sports hall. It caters for a variety of indoor sports, particularly indoor soccer, basketball, badminton, indoor hockey, gymnastics and volleyball. It is bright and spacious and has excellent showering and changing facilities.

GYMNASIUM

Within the Sports Hall structure there is a separate gymnasium area. This is equipped with modern cardiovascular machines such as treadmill, rowing machines, exercise bikes, and cross trainers. It is also equipped with a wide range of machine weights and free weights. These facilities are used for teaching purposes in most of the sports courses offered by the college. The facility is also made available to students for their personal use. There is also a separate sauna and changing room in this area.

SPORTS FIELDS

There are several acres of playing pitches on the grounds of the college. These are used for tuition purposes as well as team training and match fixtures in soccer, rugby Gaelic football & hurling.

CLUBS & SOCIETIES

C.C.F.E GAA Club*

Hurling Contact: John Cunningham
Football Contact: Derek Scanlon

C.S.N Soccer Club

Men's Contact: Liam Murphy
Colleges and Universities F.A.I. National Futsal Champions 2009
Visit: <http://www.thirdlevelfootball.ie>

Women's Contact: Barbara O'Connell
1st Division Champions 2009, Freshers Champions 2009, Intersvarsity Plate winners 2009, Futsal runners up 2009, Challenge Cup runners up 2009

C.C.F.E Basketball Club*

Men's & Women's

C.C.F.E Rugby Club*

Contact Ray Burke

C.S.N Surf Club

Contact Andrea Halpin

C.S.N Hill Walking Club

Contact Damien Collins

* C.C.F.E – Cork Colleges of Further Education.
Combined teams that include students from all Cork Colleges of Further Education

MEDIA SOCIETY

email: collegemag@csn.ie

The CSN Media Society produces a college magazine in conjunction with the Media Production course.

The Media Society focuses on a very wide range of topics. Its members involve themselves in current affairs, politics, sport, music, computers, film, the latest technology, design, media analysis, computer gaming and software, multimedia technology and concepts, control and ownership of the media, radio, etc. All of these subject matters are delved into through the newspaper columns, as well as discussions, forums and debates.

RADIO CLUB

A DAB radio is used by the club to listen to digital radio programming. Trips to Galway Bay FM studios and also i102-104FM have been organised.

HORTICULTURAL SOCIETY

Our main ambition is to increase awareness of horticulture and promote a wider environmental awareness here at Coláiste Stiofáin Naofa.

Throughout the year we visited the RHS Wisley Gardens in the U.K. and the National Garden Exhibition Centre in Co. Wicklow. This was of great relevance to those studying and interested in horticulture within the college.

OTHER EVENTS INCLUDE:

Dramask:- Dramatic presentation by Theatre Performance Course.

Music Gigs:- Gigs on a regular basis on campus and down town organised by the Music, Management and Sound Course.

College Ball - A College Ball is organised by the student council each year.

Student Race Day – The college has been represented by groups of students in the past at the National Student Race Day which is held in Limerick Racecourse.

HIGHER EDUCATION LINKS SCHEME

WHAT IS THE HIGHER EDUCATION LINKS SCHEME?

The above scheme links specific FETAC Awards to reserved places on Higher Education courses. This scheme is expanding yearly and has broadened the progression routes to Third Level education courses for twenty nine Higher Education institutions. This includes Universities e.g. UCC and Institutes of Technology e.g. CIT, as well as private colleges offering places across their range of courses. For a full list of participating institutions and a breakdown of the scoring system for reserved places on the HELS, log onto www.fetac.ie or www.cao.ie.

In addition to the above a **pilot system** was introduced in 2005 where by FETAC Level 5 and 6 Award applicants may compete for places on Level 6, 7 and 8 courses in eighteen institutions including CIT and Institute of Technology Tralee. All course places (with the exception of nursing courses) at the participating institutions are open to Award holders along with Leaving Certificate applicants. Hence a quota of places as under the Higher Education Links scheme does not apply to this pilot scheme. FETAC applicants compete side by side with Leaving Certificate applicants for all places on the courses participating in the pilot scheme. For full details on all participating institutions, and the scoring system for FETAC result holders, see www.fetac.ie or www.cao.ie.

HOW DO I APPLY THROUGH THE SCHEMES?

Application for places on either of the above Schemes is through the **CAO** by 1st of February of the year of application. In July FETAC results are issued to the CAO and to participating institutions.

Applicants competing for places through the **Higher Education Links Scheme** are assessed in the following way:

- Each module is credited with: **3 points for a Distinction, 2 points for a Merit and one point for a Pass**
- All of the points are totalled and applicants are ranked according to their "total grade point" figure
- Places are offered in ranked order until the reserved places quota is complete for each course

With regard to the **Pilot Scheme** applicants submit their applications to CAO by 1st February of the year of application. Applicants presenting FETAC Level 6 Awards should contact each institution directly for information on the admission process or log onto www.cao.ie.

Applicants using the pilot scheme are assessed in the following way:

- For modules with a credit value of one, each module is credited with: **50 points for a Distinction, 35 points for a Merit and 20 points for a Pass.**
- Scores are adjusted to take account of credit values for modules with a weighting other than one for a Level 5 module. The majority of FETAC modules have a credit value of one but some modules may have a credit value of 0.5, 1.5, 2 or 3. Checking with your Course Co-ordinator is advisable. Level 4 scores are multiplied by 0.5 and Level 6 scores are multiplied by 1.25.
- Note: for some courses students may be required to have a specific module within their award e.g. FETAC mathematics or a language module. This requirement may be waived if the student holds an equivalent achievement e.g. Leaving Certificate subject.
- Outside of minimum entry requirements, courses may have prerequisite module or award requirements. Applicants are advised to check with each institution to confirm details.
- Students are advised to check course details or with Course Co-ordinators to clarify any of the above.

The CSN college Careers Service is also available pre and post entry for students who wish to contact us. By logging onto www.fetac.ie, www.cao.ie or to the websites of the various Higher Education Institutions, you will gather more information on the links schemes.

CORK COLLEGES PROGRESSION SCHEME

Siobhán Daly email: s.daly@csn.ie telephone: 021 - 4969034
Jim O'Connell email: j.oconnell@csn.ie telephone: 021 - 4961020
extension: 226

In addition to the general FETAC entry arrangements, CIT has established a special pilot scheme for the admission of students who successfully complete courses in Further Education Colleges in Cork. Under the Cork Colleges' Progression Scheme, a number of courses in CIT are linked to certain courses in the F.E. colleges. CIT reserves a number of places on its linked courses for applicants achieving specified levels along with other requirements in their awards.

BUS

The No. 3 bus stops at Connolly Road, around the corner from the college. This bus can be boarded on Patrick's Street in front of Brown Thomas or the South Mall outside National Irish Bank. All bus timetables are available on www.buseireann.ie

CAR

To get to the college by car, follow signposts for Cork Airport which will take you along the South Link Road to the Kinsale Roundabout. Directions to the college from there can be found on the map provided.

Vincent O'Brien [email: v.obrien@csn.ie](mailto:v.obrien@csn.ie)

FIRE SAFETY

Assembly Point A: In front of Main Entrance

Assembly Point B: Connolly Road Entrance

Assembly Point C: Gate to playing pitch at back entrance

Panic, rather than fire, is more likely to result in injury or loss of life. It is essential, therefore, for orderly, speedy evacuation and calmness in the event of an emergency.

Make sure that you:

- Know the distinctive tone of the fire alarm siren
- Know the exit route from each classroom
- Know the assembly point
- Leave in an orderly manner
- Do not return until the "all clear" is given
- Treat the drill exercises as real emergencies
- Smoking is forbidden in all parts of the College.

ON DISCOVERING A FIRE

- Make safe any equipment/machinery you are using
- Raise the alarm by alerting those nearest to you
- Hit the BREAK GLASS box to inform the remainder of the building
- Call the Fire Brigade Telephone: 999 – Mobile: 112

DEFIBRILLATOR MACHINES

The college has two defibrillator machines available, and a number of college staff are trained in their use. One is located at the Main Reception.

HARASSMENT

The college is committed to a learning environment that is free from harassment of any kind. If any student is subjected to any behaviour that is intimidating or offensive they should report the matter immediately to an appropriate person, e.g. Principal, Deputy Principal, Course Director, Counsellor or Head of Department. Incidents of harassment will be regarded very seriously by the College and may lead to disciplinary action.

VOCATIONAL TRAINING OPPORTUNITIES SCHEME

Karen McGrath telephone: 021-4969048

V.T.O.S. is a scheme that gives you a second chance to go back to full-time education.

Who will qualify?

Adults who are 21 years or over and in receipt of any of the following benefits listed below, for at least 6 months.

- Jobseekers Assistance/Jobseekers Benefit or signing for credits
- An adult dependent of a person in receipt of Jobseekers Assistance
- One Parent Family Payment/Disability Allowance/Invalidity Pension
- Illness Benefit (you must apply to the Exemption Section, Dept. of Social & Family Affairs, Store St., Dublin1 for an exemption.)
- Carer's Allowance/Farm Assist

How will I benefit?

If you are currently in receipt of Jobseekers Assistance or Jobseekers Benefit, you will receive the equivalent of the maximum rate of your current social welfare payment (including increases for qualified adult and dependent children where appropriate)

If you are getting One Parent Family Payment or an eligible disability payment, you will continue to receive this from the Department of Social and Family Affairs.

You may qualify for a lunch and travel allowance. A training allowance of €31.80 is payable if you have been in receipt of an eligible payment for at least one year directly before joining V.T.O.S. This allowance does not affect any other entitlements.

How do I apply for V.T.O.S.?

Fill out a V.T.O.S. application form available in the College. Closing date for receipt of completed application forms will be on the second Friday in September. Places on V.T.O.S. are limited. Priority will be given to the Long Term Unemployed and to those with less than Upper Second Level Education.

Can I apply for a Grant as well?

Yes. Apply through your local VEC office.

EXAMINATION DEPARTMENT REGULATIONS

Seán Roberts email: s.roberts@csn.ie telephone: 021 4969032

A) WRITTEN EXAMINATIONS

1. It is the candidate's own responsibility to note carefully the day, time and location for each written examination.
2. Candidates are required to be in attendance at the examination centre 10 minutes prior to the commencement of the examination.
3. Candidates will not be admitted to the examination centre after thirty minutes from the time at which the examination began.
4. Candidates will not be allowed to leave the examination centre until thirty minutes has expired from the time at which the examination began.
5. Each candidate must sign the appropriate sign-in sheet for his/her class group for each examination paper.
6. Candidates are required to sit in the section of the hall allocated to their class.
7. Candidates must leave their bags and books at the back of the hall.
8. Candidates must ensure that their mobile phone is turned off and put away. It is not sufficient to have your mobile on silent mode. Candidates must not have a phone on their desk.
9. Any candidate sending or receiving messages (including text messages) may have all or part of their assessment cancelled.
10. Mobile phones may not be used as calculators.
11. Candidates shall not bring into the examination centre any memorandum or notes.
12. A candidate shall not aid nor attempt to obtain aid from another candidate.
13. A candidate shall not communicate, nor attempt to communicate

in any way with another candidate.

14. Candidates may not be allowed to leave the examination centre and return during the examination period unless the Supervisor is satisfied that the candidate's need is genuine.
15. The candidate must hand in their answer-book to the Supervisor when they are finished the examination.
16. If candidates are handing up more than one piece of evidence (e.g. second answer-book, or answer-book and graph paper etc.) they must complete the appropriate section on the front of the answer-book.
17. The candidate must ensure that their name is on each piece of evidence handed in.
18. Candidates shall not take out, nor attempt to take out of the examination centre, any answer-books whether used or unused.
19. A candidate should raise their hand to attract the attention of the Supervisor during the examination
20. At the conclusion of the examination candidates must stop writing immediately.
21. Candidates shall, in all matters relating to the examination, submit to and obey the direction of the Supervisors.

B) OTHER ASSESSMENTS

Assignments, Projects, Portfolios etc.

1. Candidates must submit assessments on or before the deadline given for each assessment. Exceptions will only be considered in extreme circumstances, such as serious illness, verified by an appropriate Doctor's Certificate.
2. Candidates must hand in only their own work for assessment.

Plagiarism is regarded as a serious offence.

Plagiarism is defined as "the presentation of someone else's ideas, arguments, concepts or work as your own by failing to reference or acknowledge it properly".

Where there is evidence of plagiarism having taken place marks may be reduced or withheld and awards may be refused.

EXAMINATION ACCOMMODATIONS

It may be possible to make special arrangements to cover such circumstances as:

- Learning Difficulty
 - Hearing/Visual Impairment
 - English not the candidate's first language
 - Candidates with a physical impairment
 - Candidate's with an injury
- Etc.

Special arrangements may include:

- Extra time
 - Use of Dictionaries (English not the candidate's first language)
 - Spelling and grammar waver (in most subjects)
 - Larger print in exam papers
 - Reading of exam papers
 - Taped Exams
 - Scribes
- Etc.

AS APPROPRIATE

Candidates may be asked to provide medical evidence of disability, or evidence that they qualified for special arrangements in other State exams.

Candidates should apply either through the Examinations Office or through the Guidance Counsellors' office.

DIARY

2009-2010

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7 MONDAY

8 TUESDAY

9 WEDNESDAY

10 THURSDAY

FRIDAY 11

SATURDAY 12

SUNDAY 13

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SEPTEMBER

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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14 MONDAY

15 TUESDAY

16 WEDNESDAY

17 THURSDAY

FRIDAY 18

SATURDAY 19

SUNDAY 20

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SEPTEMBER

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21 MONDAY

22 TUESDAY

23 WEDNESDAY

24 THURSDAY

FRIDAY 25

SATURDAY 26

SUNDAY 27

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SEPTEMBER

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28 MONDAY

29 TUESDAY

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1 THURSDAY

FRIDAY 2

SATURDAY 3

SUNDAY 4

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OCTOBER

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5 MONDAY

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8 THURSDAY

FRIDAY 9

SATURDAY 10

SUNDAY 11

OCTOBER

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12 MONDAY

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FRIDAY 16

SATURDAY 17

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OCTOBER

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19 MONDAY

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22 THURSDAY

FRIDAY 23

SATURDAY 24

SUNDAY 25

OCTOBER

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26 MONDAY

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28 WEDNESDAY

29 THURSDAY

FRIDAY 30

SATURDAY 31

SUNDAY 1

OCTOBER

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16 MONDAY

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23 MONDAY

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21 MONDAY

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DECEMBER

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28 MONDAY

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FRIDAY 1

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DECEMBER

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FRIDAY 15

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JANUARY

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FRIDAY 22

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JANUARY

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FRIDAY 29

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SUNDAY 31

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JANUARY

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FRIDAY 5

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FEBRUARY

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FRIDAY 12

SATURDAY 13

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FEBRUARY

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FRIDAY 19

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FEBRUARY

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22 MONDAY

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FRIDAY 26

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FEBRUARY

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FRIDAY 5

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MARCH

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FRIDAY 19

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FRIDAY 26

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17 MONDAY

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JULY

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JULY

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19 MONDAY

20 TUESDAY

21 WEDNESDAY

22 THURSDAY

FRIDAY 23

SATURDAY 24

SUNDAY 25

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JULY

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 THURSDAY

FRIDAY 30

SATURDAY 31

SUNDAY 1

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AUGUST

M	T	W	T	F	S	S
30	31					1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

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2 MONDAY

3 TUESDAY

4 WEDNESDAY

5 THURSDAY

FRIDAY 6

SATURDAY 7

SUNDAY 8

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AUGUST

M	T	W	T	F	S	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

9 MONDAY

10 TUESDAY

11 WEDNESDAY

12 THURSDAY

FRIDAY 13

SATURDAY 14

SUNDAY 15

AUGUST

M	T	W	T	F	S	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

16 MONDAY

17 TUESDAY

18 WEDNESDAY

19 THURSDAY

FRIDAY 20

SATURDAY 21

SUNDAY 22

AUGUST

M	T	W	T	F	S	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

23 MONDAY

24 TUESDAY

25 WEDNESDAY

26 THURSDAY

FRIDAY 27

SATURDAY 28

SUNDAY 29

AUGUST

M	T	W	T	F	S	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

30 MONDAY

31 TUESDAY

1 WEDNESDAY

2 THURSDAY

USEFUL TELEPHONE NUMBERS

MEDICAL/HEALTH

Cork University Hospital, Wilton	021 454 6400
Mercy Hospital	021 427 1971
Southern Health Board, Abbeycourt Hse, Georges Quay	021 496 5511

GARDAI

Confidential FreeFone	1800 666 111
Anglesea Street	021 452 2000
Bishopstown	021 454 1012
Togher	021 496 2611

TRANSPORT

Iarnród Éireann (Irish Rail), Kent Station	021 450 4777
Bus Éireann, Parnell Place	021 450 8188
USIT Travel Service, 10 Market Place	021 427 0900

OTHER
