

Examinations Guidelines



The Irish Board is committed to working with examiners and speech and drama teachers to ensure that the examination experience is a positive and encouraging one for all students.

These guidelines are designed to facilitate the smooth operation of each exam.

We want to keep everyone safe and well so if you have a candidate who is ill on the day of the examination and/or has been kept out of school because of any illness please don't present them for an examination.

What our Examiners Will Need on the Day of the Examination

- A suitable room in which the examination can take place. The room should be bright, clean, well-ventilated, in a quiet part of the building, and have sufficient space for candidates to perform their pieces about 2.5m from the examiner's desk.
- A suitable desk/table and chair for the examiner with some water and a glass.
- Report sheets on which you will have filled in the name of the candidate, the type of exam, grade/level and date. These can either be left on the examiner's desk in the order in which the candidates are to be examined, or brought into the examination room by each candidate.
- A folder with the poems and other pieces to be performed by the candidates, arranged in the order in which the candidates are to be examined.
- An occasional offer of tea/ coffee and biscuits.
- If the examination is to last over three hours or over lunch or other mealtimes, we expect that the examiner will be offered a suitable break and some food.
- If the examination space is unfamiliar to your students, it can be helpful to place a small mark on the floor indicating where they should stand. Remember that the examiner will want to see all of the candidate.
- If the weather is cold but windows need to be left open for ventilation (or are unable to be closed), an adjustable heater.
- When your examiner arrives, please bring them to the exam room and make sure that they know where the toilet is located.
- After the examination, the examiner will give you the written up and marked report sheets. Certificates and any medals awarded will be forwarded to you ordinarily within a month of the examination.

See over for some helpful examination advice

Examination Guidelines (continued)

Some Helpful Hints ...

1. When preparing your candidates for the exams, please read 'How Irish Board Examiners Assess Candidates' (<http://www.irishboard.ie/about-the-exams/irish-board-examiners-assess-candidates/>). This will help you and your students to understand what we are looking for.
2. For some candidates, entering the exam room can be daunting. It is a good idea to rehearse this with your students. Let them practice entering the room purposefully, closing the door, and greeting the examiner with a 'Good Morning' or 'Good Afternoon' .
3. For theory questions, the examiner will want to know that the candidate not only knows the theory but also understands it. Otherwise it will be forgotten once the exam is over. Candidates will maximise their marks in this area if they are able to explain the theory with reference to one or more of the pieces being performed.
4. In Grade exams, from Grade 7 onwards, the examiner will want to know that the candidate understands the character from his/her drama selection, and has a good knowledge of the play/book from which the piece is selected.
5. For drama selections, it can be helpful for the examiner if the candidate introduces the piece not only with the title, author and character (clearly and slowly!) but also with an explanatory sentence which sets the context of the selection, such as, 'In this scene, Julie has just learned that her sister has been in an accident ...'.
6. If you have any candidates with particular needs, it is always best to brief the examiner before the exams begin.