

Internal Memo

To: Senior Students

From: Alison Munro, Acting Business Manager

Date: 21 November 2018

Subject: Prelim Exam Timetable and Instruction

The main series of exams will take place during the period 03/12/2018 to 14/12/2018, inclusive. The National 5 PE exam occurs on Wednesday 19/12/18. Prelims for Media, Advanced Higher English and Computing (all levels) will be arranged at a later date. The majority of exams will take place during the normal school timetable.

The exam timetable, which accompanies this advice, shows all exams in the period and will help you plan revision. There should be no doubt in your mind about which level you are sitting, but if you are unsure please see your subject teacher.

Subject staff will explain the structure of the exam to you and will advise on exam procedures and on the behaviour expected in prelim exams.

You should check the plasma screen at the student reception every day to see if there are any last minute changes to the arrangements for that day.

To ensure you do your very best in these important exams you should use the full exam time and not leave the exam room until the end of the exam.

Our SQA Invigilators will run the exams.



Students are expected to come into school in full uniform and on time for exams. No food is allowed in any exam venue, water is permitted.

Parents must contact the school that morning if a student is ill and unable to attend the exam.

Students are expected to attend timetabled classes as normal if they do not have an exam: on exam days, students are allowed to come into school for that exam only and then return home.

Please see overleaf for a summary of SQA regulations.

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What follows is a brief summary of the SQA regulations that will apply in all exams.

If you are late for the start of the exam you must not go to the exam room, please report to the school office.

You must not take into the exam room a calculator which contains inadmissible data, a spellchecker, a mobile telephone, a pencil case, book, note, sketch, paper of any kind, or any other unauthorised aid. If you mistakenly take any aid into the exam room, you should give it to the invigilator. Bags etc. should be left at the front of the exam room.

You may use a calculator in certain exams, but you must not share one with another candidate. It is up to you to know how and when calculators may be used.

In the exam room, use black or blue pen and write legibly and neatly. Do not use scrap paper, (unless a dept has authorised it for the prelim) - normally, all rough work will be in the answer book/paper and you should cross out rough working when finished with it.

If you feel unwell or upset, tell the invigilator, who will arrange for you to leave the room.

You must not use any dishonest means in an exam. You must not give help or get help from any other candidate. You must not cause any disturbance in the exam room. If you do, you will be removed from the area. You must not write silly or offensive remarks in examination work. In SQA exams all improper conduct will be reported to the SQA and you could be disqualified from any or all of the subjects you sit.

These are very important exams and our expectations are that you will give it your best effort and use all the time allocated to each exam. This allows you to do your very best and get a good prelim result in case you are unable to attend during your main SQA exam.

The exam area is one of the absolute silence during all exams. The simple rule is that you must do nothing that disturbs or distracts other students. In these exams and the actual SQA exams, disruptive behaviour, which leads to your removal, means that you could forfeit the exam.

If you are prevented by illness or any other good reason from sitting the whole or part of an exam, this should be reported to The Business Manager as soon as possible.