

PRELIM EXAMS

STUDY LEAVE

- Study leave begins: Monday 22 January 2018
- Study leave ends: Friday 2 February 2018 (inclusive)
- Return to school: Monday 5 February 2018
- Exam timetable will be updated in Google Classroom. Please check regularly for any changes.

PRELIM EXAMS: WHY?

- The Scottish Qualifications Authority no longer accept a prelim exam result for an appeal if your estimate grade is better than the final result.
- The prelim exam performance will be used to determine whether or not you can sit the final exam in May.
- The prelim exam performance will be used along with other evidence, generated under exam conditions, as an indication of your expected level of attainment. This grade is submitted to the SQA in March.
- Experience of sitting exams under SQA exam conditions helps to prepare pupils for the final exam in May.

ON THE DAY

- Arrive in school **at least 15 minutes** before the exam starts.
- If you arrive late, report to the school office **not** the exam room.
- If you know you are going to be late, phone the school office.
(For example, bus not on time, car broken down.)
- School uniform to be worn, as normal, every time you are expected in school.
- Once the exam is over, pupils can remain in school to study silently in a designated area or leave the building completely. They will not be permitted to use the library or canteen as social areas.

EXAM INVIGILATION

- Actual SQA Invigilators will be supervising exams.
- They are in charge – the school cannot and will not reverse an invigilator's decision.
- They are following instructions issued to invigilators by the Scottish Qualifications Authority.

EXAM CONDUCT: ENTERING THE ROOM

- You will be allocated a seat in the exam room – you do not choose where to sit. Check lists on the noticeboard.
- Enter the room as directed by the invigilator.
- All talking **must** cease when you are in the exam room, regardless of whether the exam has started or finished.
- Carefully leave **all** bags and jackets at the front of the room.

ITEMS NOT PERMITTED IN THE EXAM ROOM

The Scottish Qualifications Authority have banned the following items from being taken into the exam room:

- Devices which can be used for electronic communication, including mobile phones, smart watches
- Tablets
- MP3 players or similar
- Calculators with inadmissible data, eg formulae
- Calculator cases
- Spellcheckers (unless authorised under a pupil's official 'AAA')
- Pencil cases
- Books, notes, sketches, paper, or any other unauthorised aid
- Water bottles with labels

IMPROPER CONDUCT IN EXAM ROOM

- Misuse of examination material (including question papers, stationery, etc)
- Using inappropriate materials in the examination room
- Possession and/or use of unauthorised materials or equipment
- Copying, or perceived copying, from another candidate
- Collusion (working with another candidate)
- Disruptive behaviour in the examination room

IF IN BREACH OF CODE OF CONDUCT

- Formal warning by invigilator ('yellow card')
- Instructed to leave ('red card')
- Exam will immediately be awarded zero marks
- Candidate may be disqualified from all exams
- Note: some breaches may lead to immediate removal from the exam room, bypassing a formal warning
- The Head Teacher cannot overrule the decision of invigilators

WHAT IF YOU NEED HELP DURING AN EXAM?

- If feeling unwell or need the toilet, put your hand up to quietly attract the invigilator's attention.
- A Head Teacher or Depute Head Teacher will be called to escort the student to and from the exam room.