

SQA Prelims 2019 – Guidelines for Form IV to VI pupils

Prelim Diet 14th January – 25th January inc.

Check the timetable and make sure you know which exams you are sitting, where they are being held, and when they start. [The majority of examinations will be in the Assembly Hall, but some may be in other rooms – full details of the exam rooms will be published before the start of the exam period.]

Morning exams start at 09:00 and afternoon exams at 13:30 unless stated otherwise. Be ready to enter the exam room a few minutes before the exam is due to start.

If you have a clash between two subjects, please see Mrs Miller as soon as possible. Anticipated clashes are asterisked on the timetable.

Study Leave

There is no Study Leave for Form IV pupils. However, if you have an afternoon exam, you may leave your period 3 lesson early (at 12:15) in order to have lunch in good time.

Study Leave for Forms V and VI is from Thursday 17th January to Friday 25th January inclusive.

Registration

Form IV – Pupils attend registration as normal, but registration finishes at 08:50.

Form V and VI – There is no registration for Form V and VI pupils during Study Leave. However, an attendance register will be taken in each exam. If you come in to school during Study Leave and do not have an exam, you **MUST** wear school uniform and sign in and out at the school office.

Equipment

You will need to make sure that you know what equipment you need to bring with you (pens, pencils, calculator, and so on). You must not share any of your equipment with anyone else or use the equipment of any other candidate during the exam. It is your responsibility to provide these for the Prelims and the SQA examinations in the summer.

Invigilators

The people responsible for supervising the exams on the SQA's behalf are called invigilators. It is their job to ensure that the exam goes ahead according to the rules laid down by the SQA. During the exam, if you require something, raise your hand and wait for the invigilator to come to you.

In the Exam Room

You must wear normal school uniform for all exams.

Bags must not be brought into the exam room – leave them in the bag racks.

You are not allowed to eat in the exam room. Still water is allowed, but it must be in a transparent container and kept on the floor.

Once you enter the exam room, do not talk, and remain seated until you are instructed to leave at the end of the exam. All candidates must stay for the full duration of the exam. If you finish early, make sensible use of any remaining time to check your answers.

The SQA stipulates that the following items must NOT be in your possession during an exam:

Mobile phone

Music/MP3 player

Smart watch

Calculator – except for specified subjects (e.g. Maths and Sciences)

Dictionary – except for specified subjects/EAL candidates

Pencil cases – except transparent ones

Books, notes, paper of any kind

During the Exam

Read the instructions on the front of each question paper and follow them carefully.

Make sure you have written your name on the answer booklet or answer paper provided for the exam.

Make sure you turn to the last page of the exam paper to be sure that you have attempted all the questions.

All question papers and scripts remain in the exam room. No exam papers or rough work should be taken out of the exam room.

Use blue or black pen. Only use a pencil for objective test answer sheets, diagrams, graphs and rough work. If you have made several attempts to answer a question, please cross out all unwanted answers and rough work belonging to these attempts when you have finished.

If you have any questions or queries, please see Mrs Miller.