 Barrhead High School

S5/6 Preliminary Exam Timetable 2018

Instructions for Candidates:

1. Check the dates and times of your examinations carefully. Please note that the start and finish times of examinations do not necessarily match the times of the school periods. Check the location of your examinations – not all examinations are held in the hall.
2. If you think you have two examinations at the same time, see Mr Beaton immediately.
3. You should arrive 30 minutes before the start of every exam to sign-in.
4. All students must bring any equipment necessary for the examination – pens, pencils, rulers, calculators etc. Bags, coats etc. must be left in pupil lockers.
5. No mobile devices are allowed in the examination room. All mobile phones should be left at home or in your locker when you have an examination. There is no secure storage available

**A Beaton**

[](http://www.bing.com/images/search?view=detailV2&ccid=uTOKiBKF&id=EA1579EDC3D2451576FBC703EF12D3D77A347D58&thid=OIP.uTOKiBKF-HQgmTPq3M3ucgHaH_&q=no+mobile+phone&simid=608013104573776365&selectedIndex=4&adlt=strict)

**Prelim Examinations 2018 – Important Information for Pupils**

This timetable includes specific instructions to examinations. A copy is also available on the school website. The following are general arrangements which will ensure the examinations run smoothly. Please read them carefully.

1. The majority of examinations will be held in the Small Gym or in the Contemplation room. For candidates with specific additional support requirements, including extra time, a number of classrooms, offices and meeting rooms around the school will also be used. Pupils with additional support needs will sign in as normal and then proceed to the SfL base where they will be collected by an invigilator and taken to a room timetabled for their exam.
2. External Invigilators will be supervising the examinations. These invigilators will also supervise the final examinations in May. Your behaviour in the examination rooms must be exemplary, otherwise a member of the Senior Leadership Team will be informed and you will be asked to leave the room and your paper will not be valid. **All pupils will stay in the exam room for the full duration of the examination**.
3. **Morning examinations begin at 9.00am.** You should be in school on time at **8.30am** and report directly to the sign-in desk outside the school office. You must report to the examination room at least fifteen minutes prior to the start of the exam. You will not therefore, be expected to report to your period 1 class. **Afternoon examinations begin at 1.00pm. Pupils should sign in for their afternoon exam before 12.30pm.**
4. If your examination finishes before the end of a period you will be allowed to sit in The Big Steps or the Senior Canteen before returning to class. You will then report to the next class.

**When in class**

1. When in class you will be purposefully engaged in work for the subject concerned. You **will not** be engaged in private study for examinations in other subjects.
2. During the course of the prelim examinations you **will not** be issued with homework.

A Beaton, Depute Head Teacher

January 2018

