

Assessment Period 2025

From 1st December to 5th December, the normal timetable will run and pupils who have exams during this time will go to classes as normal, take their prelim/s and then return to class.

From Monday 8th December till Friday 19th December (inclusive), the normal timetable for pupils in S4-S6 will not run and will - between these dates - be replaced by the following timetables.

- A Prelim Assessment timetable for National 5, Higher and Advanced Higher.
- A Supported Independent Study Programme timetable, to assist pupils in their preparations for National 5, Higher and Advanced Higher Prelim Assessments. (will be published later this month)
- A National 3, National 4 and National Progression Awards Timetable for young people undertaking qualifications at these levels. There will be an opportunity for young people who have yet to overtake the required unit assessments for National 3, National 4 or National Progression Award qualifications to work on these, so that we can be reassured that they are on track to achieve. (will be published later this month)

An in-school study space will not be provided. Arrangements will be put in place for vulnerable pupils by Pastoral Care.

Please check the Prelim timetable carefully and take a note of the dates, times and location of each of your prelims. Make sure you know which level you should be sitting in each subject for your prelims – Advanced Higher, Higher or National 5.

If you have exams on at the same time, you must sit the examination which is longer, timewise. Teachers will advise you when you will sit the other examination

If the school is closed on a particular day or days (say for snow), the exams that were meant to be sat on that day or days will be held after the Christmas holidays

- ◆ You must attend each prelim
- ◆ You must be on time! You must be in the school at least 20 minutes before the start time of each exam.
- ◆ If you are late for your exam, the invigilators may not allow you into the exam hall to sit your exam
- ◆ You must be in full school uniform.
- ◆ Use the bathroom before your exam!
- ◆ Be aware that there may be more than one paper or part of the exam for each subject
- ◆ Have all the equipment you need including pens, pencils, rulers, calculators, protractors etc

- ◆ Check the seating plans outside the assembly hall when you arrive – you must sit in the correct place, in your allocated seat! Go to the allocated assembly hall/fitness room/classroom when instructed to do so
- ◆ You must be absolutely silent when you enter the exam hall and go to your allocated seat
- ◆ All bags and jackets must be left at the side of the exam hall
- ◆ Do your best to answer all the questions – make sure you check the back pages to ensure you have attempted all questions. Check over your answers carefully.
- ◆ If you finish your exam before the end of the allocated time, you must use the time to check over your answers. You must remain in the exam room until the end of the allocated time.
- ◆ Please be quiet when leaving the exam halls/rooms as other pupils may still be doing exams. In particular, you **MUST** ensure that the following items are switched **OFF** and put in envelopes provided before the start of each Interim Assessment: Mobile phone; Smartwatch; AirPods/Headphones; iPad (these should be switched off and left in your bag including any alarms and notifications)

Additional Assessment Arrangements

If you are entitled to Additional Arrangements, please go to the Faculty of Inclusion at least 20 minutes before the start time of your exam to be registered.

- ◆ The start times of your exams may be different to the Prelim timetable - go with the times issued by Mrs Duncan
- ◆ If you are entitled to separate accommodation, the location of each paper may be different.
- ◆ If you are entitled to Extra Time, please change the pen/font you are using to indicate when the Extra Time started. This helps us to plan for your final SQA exams.

REMINDER You must take responsibility for ensuring the invigilator is in no doubt that you have not looked at anyone else's work during the assessment. You must also ensure that you do not use rude, abusive or offensive words or images in any of your work, or that your work does not refer to anything inappropriate.

What happens after the Prelim Assessments?

Prelim Assessments will be marked and then marking will be quality assured.