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**Head Teacher**  
Mrs P Swan BSc

Good morning,

### **S4/5/6 Prelim Assessment 2024**

I am writing to you again about the Prelim Assessments which take place from Monday 2<sup>nd</sup> December to Friday 13<sup>th</sup> December.

Firstly, there have been some updates to the prelim timetable. These have been communicated to all pupils via email, and you can also access the updated timetable on our school website.

Please look through the timetable closely. If there is a conflict, pupils have been asked to speak with me, or email me to let me know, and I will provide an alternative assessment time. For those pupils who have contacted me already, I will let them know their updated times ahead of this weekend.

Pupils who have Additional Exam Arrangements will receive their timetables from the Support for Learning Department.

I have also emailed all pupils today with practical information about the prelims. This includes:

- arriving 30 minutes before the assessment start time to be registered
- wearing full school uniform
- following all instructions given by both teachers and invigilators

The prelims are an excellent opportunity for pupils to receive feedback on their progress in learning. They are also an opportunity for pupils to experience a final exam environment, and as such they are expected to follow the same rules and work in silence under exam conditions. There are also important rules to be followed about which items they can bring in the exam hall/to their desk. In particular, I would appreciate the support of all parents in speaking to young people about the importance of having **all mobile phones switched off during exams**. Please take time to look through the graphics provided by the SQA on the following pages.

Kind regards,

Kirstin Campbell

**Depute Head Teacher**



*Our School  
Our Future*

# Prohibited items

Prohibited items are things that you must not have with you at your allocated seat or desk in the exam room, unless they have been approved by us as part of an assessment arrangement for the exam you are sitting.

Prohibited items include the following:



Electronic devices such as iPods, tablets, earpods, smartwatches or any other device that stores information or can connect to the internet



Mobile phones



Extra information – books, sketches or paper, and anything written on your clothes or body



Pencil cases or calculator cases



Calculators, except for exam papers where calculators are allowed



Dictionaries, except for exam papers where dictionaries are allowed



Notes, except for exam papers where notes are allowed

Before you go to your seat in the exam room, check your bags and pockets carefully to make sure you do not have any of these things with you. You must not take any prohibited item to your seat – plan ahead and leave them in a safe place.

When specific items are allowed in an exam, you must make sure that they meet SQA regulations. Your teacher will be able to give you more information. You must make sure that the items do not give you access to information that you are not allowed to have in the exam.

You are not allowed to share any equipment during an exam.

## Invigilators

The people who supervise exams are called 'invigilators'. Their job is to make sure your exams take place according to the rules and that the rules are applied fairly. You must listen to and follow any instructions the invigilators give you.

If anything unexpected happens to you during an exam, such as feeling unwell, you should tell the invigilator immediately.



## Question papers and answer booklets

It is important that you read the instructions on the front of your question paper and check the subject and level are correct.

You will get **either**:

- ◆ a combined question paper and answer booklet – you must fill in your details clearly on the front page of the booklet, in the boxes provided **or**
- ◆ a separate question paper and answer booklet – you must fill in your details clearly on the front page of the answer booklet, in the boxes provided

If you use extra sheets of paper, you must write your name, Scottish Candidate Number (SCN) and school/college name on each sheet and put these inside your answer booklet.

If you need extra paper, raise your hand and ask the invigilator. In some subjects, you will find extra pages or graph paper at the end of the answer booklet.

Work through your question paper until you see the statement **END OF QUESTION PAPER**. There will be nothing else you need to answer after this.

In a question paper, pages that don't have any questions or instructions will say **BLANK PAGE** on them. No page should be completely blank. If you find a completely blank page before the **END OF QUESTION PAPER** statement, tell the invigilator.



## Writing your answers

You must use a pen with black or blue ink. Do not use gel pens as these can fade.

It is important that the markers can read your writing. They will do their best to read your work, but they might not be able to award marks if your writing is difficult to read.

When writing on unlined pages, try to leave a space of about one centimetre between lines.

In some subjects, poor spelling and punctuation could also result in marks not being awarded. If you have any concerns about this, or about your handwriting, speak to your teacher/lecturer.

Remember to cross out any rough work, or any unwanted answers if you make more than one attempt at a question. Please don't use correction fluid to cover up any rough work or unwanted answers.

## Leaving the exam room

If you finish early or have done as much of the exam as you can, and you want to leave the exam room, raise your hand and ask the invigilator for permission to leave. If the exam is longer than one hour, the invigilator may allow you to leave after 30 minutes. If the exam is less than one hour, you must stay in the exam room until the end of the exam.

Before you leave, you must give the invigilator all your exam papers, including any answer booklets, extra sheets, question papers and data booklets. You could lose all marks for the paper concerned if you don't give your exam papers to the invigilator before leaving the exam room.



## Fairness

Everyone should have a fair chance to do their best during exams. Cheating and causing a disturbance during an exam are unfair to other candidates. Examples of cheating and unfair behaviour (candidate malpractice) include:



- ◆ Having prohibited items with you at your seat in the exam room.
- ◆ Pretending to be someone else or getting someone else to take an exam for you.
- ◆ Disruptive behaviour in the exam room.
- ◆ Using rude, abusive, offensive or discriminatory language or images in your answers.
- ◆ Copying from another person.
- ◆ Collusion – working with other candidates on an individual task that must be your own work.
- ◆ Plagiarism – failing to reference sources properly or presenting someone else's work as your own.

Any cheating or unfair behaviour can have serious consequences for your results. This could include losing marks, getting a lower grade or having your qualification cancelled. Your school can explain more about this.