



Prelim Exam Arrangements

Prelim Timetable

- ▶ Timetables issued
- ▶ Details on school website
- ▶ Make sure you know when exams take place – place, date and time



Seat Numbers

- ▶ Check lists at each exam
- ▶ Different seat numbers for each exam
- ▶ Sit in correct seat – **essential**
- ▶ Speak to an invigilator or teacher if someone is in your seat



Exam Hall Conduct

- ▶ No eating or drinking in exam hall
- ▶ No talking in exam hall
- ▶ Enter and leave in silence – other exams may still be ongoing
- ▶ No pencil cases – leave pens etc on desk
- ▶ At end of exam remain silent and wait until you are dismissed – no leaving early as this causes disruption



Exam Hall Conduct

- ▶ Invigilators from SQA – follow their instructions
- ▶ Check your paper – make sure you have the paper you are expecting
- ▶ You cannot leave the exam hall during the exam and return
- ▶ Keep area outside exam hall clear unless you are waiting to go in for an exam



Electronic Equipment – SQA Rules

Electronic equipment is not allowed
in the exam hall



- ▶ No books, notes, papers
- ▶ Absolutely no mobile phones in the hall
- ▶ Calculators - check specifications
- ▶ **Serious penalties** for breach of rules



Attendance

- ▶ **There is no study leave for prelims and you must be in school at all times during prelim time**
- ▶ Return to class immediately after your exam
- ▶ Staff may provide study time in classes or may provide guided study relevant to the prelim, so you must be in school
- ▶ If you know in advance you will be absent let us know as early as possible
- ▶ We will contact home if you do not appear



Timekeeping

- ▶ Report to exam area 10 mins before start
- ▶ Late coming causes disruption so be on time
- ▶ Late arrival after the exam has started may mean you are unable to sit your exam (this does **not** apply to late arrival of school transport)



Ensure You Are Successful

- ▶ Always attempt all questions
- ▶ Blank = no marks
- ▶ DON'T GIVE UP !! – Aim for the best you can give – don't settle for “it's OK!”



Remember...

**What do you want
your certificate to
say in August ?**

