

Ayr Academy



S4-6 Preliminary Examinations November/December 2021

S4-6 Preliminary Examinations 2021 - Guidelines for Pupils

Exam Leave - There will be no exam leave for pupils.

Registration

Registers will be taken at the start of each examination. There is no need for pupils to attend your period 1 class if they have an exam starting at 9.00am on Monday 29th November (English), Tuesday 30th November (Biology) and Wednesday 1st December (Maths).

School Dress

You are expected to wear school uniform throughout the diet.

Examination Timetable

Each student will be issued with an Examination timetable. In addition, timetables will be displayed on various noticeboards throughout the school. Spare copies are available from the school office.

Seating Arrangements

The invigilators for a particular examination will allocate each student a specific seat. Please note that the seat allocation is likely to be different for each exam. **Please note that different examinations will be held in the same venues – pay attention to seating arrangements and also give due consideration for those candidates still sitting exams when you are instructed to leave.**

Conduct during Examinations

The same conditions as during the SQA exams will prevail:

- No talking by pupils is permitted
- Pupils are only allowed to carry into the exam - items which will not give any unfair advantage to them. If you are in any doubt, please ask the invigilator.

If a pupil breaches the conduct of an exam, the Invigilator is empowered to remove the pupil's paper and ask them to leave the examination. The parents of any pupil in breach of examination regulations will be informed and attendance at SQA examinations may be at risk. No students will be permitted to leave the examination room in the first 30 minutes or last 15 minutes of the allocated exam time.

- **Pupils should not walk around the school in between or after exams they should go to the canteen and remain in that area until their next exam is due to start or return to class if their exam has finished.**

Mobile Phones– note received from SQA

“Can I also take this opportunity to confirm current policy on mobile phones and calculators. In no circumstances can mobile phones or any other electrical communication devices be taken into examination rooms. Any candidate found in possession of such equipment will have their examination entry for the exam being sat cancelled. If this situation should arise, invigilators will notify SQA who will take the appropriate action, and also contact a member of the centre staff who will be asked to take receipt of mobiles. Please ensure that you advise candidates of this policy and take appropriate steps to ensure it is applied.”

A similar policy will apply concerning the use of calculators: candidates found in possession of an unauthorised calculator will have these removed and their award cancelled. Mobile phones can be handed over to the school office before the exam and returned afterwards.

Absence during Preliminary Examinations

Any exam missed due to absence **must** be explained by a parental note.

Any clarification on these or any other points should be addressed to Mr Brown, Depute Head Teacher.

Emergency Evacuation – in the event of the Fire Bell sounding

Pupils should remain in the examination room, until instructed to leave by the invigilator. Pupils should leave the room and building, accompanied by the invigilator and assemble at a point next to the greenhouse at the back of the school. The invigilator will inform the DHT in charge that the hall has been cleared. Pupils should not discuss the content of the examination paper. When it is safe to return to the school buildings, pupils will return to the examination room accompanied by the invigilator.

Day/Date	Number of Pupils	Subject	Level	Location	Times	Invigilators
Monday 29 th November	44	English	H Paper 1	LP 1	9.00 - 10.30	English Staff
	150	English	N5 Paper 1	Games Hall	9.00 - 10.30	English Staff
Tuesday 30 th November	50	Biology	N5 – Paper 1	Games Hall	9.00 - 11.30	RS/ JMcC
	16	Biology	H - Paper 1	Games Hall	9.00 - 9.40	RS/ JMcC
	16	Biology	H - Paper 2	Games Hall	10.10 - 12.30	RS/ JMcC
Wednesday 1 st December	79	Maths	N5 Paper 1	Games Hall	9.00 - 10.00	Maths Staff
	79	Maths	N5 Paper 2	Games Hall	10.30 - 12.00	Maths Staff
	18	Maths	H Paper 1	Room 222	9.00 - 10.15	Maths Staff
	18	Maths	H Paper 2	Room 222	11.00 – 12.30	Maths Staff
	68	Apps of Maths	N5 Paper 1	Games Hall	9.00 – 9.50	Maths Staff
	68	Apps of Maths	N5 Paper 1	Games Hall	10.30 – 12.10	Maths Staff
Thursday 2 nd December	14	PE	H Paper 1	Gym 1	13.10-14.50	PE Staff
Column F – 13.10 – 14.50	25	Music	N5 Paper 1	LP 1	11.00 -11.45	VG
• Music N5 (P3)	7	Mod Studies	H Paper 1	Room 216	13.10 - 14.50	Mod Staff
	38	Mod Studies	N5 Paper 1	LP 1	13.10 – 14.50	Mod Staff
	5	Geography	H Paper 1	Room 218	13.10 – 14.50	Geog Staff
	20	Geography	N5 Paper 1	Room 218	13.10 – 14.50	Geog Staff
	14	Spanish	N5 Reading	Room 103	13.10 – 14.50	ML Staff
	14	Spanish	H Reading	Room 103	13.10 – 14.50	ML Staff
Friday 3 rd December	10	Mod Studies	H Paper 1	Room 216	8.45 - 10.35	Mod Staff
Column B – 8.45 – 10.35	16	Mod Studies	N5 Paper 1	Room 217	8.45 - 10.35	Mod Staff
	17	Chemistry	N5 Paper 1	LP1	8.45 – 10.35	Chem Staff
		Spanish	N5 Reading	Room 103	8.45 – 10.35	ML Staff

		Spanish	H Reading	Room 103	8.45 – 10.35	ML Staff
Day/Date	Number of Pupils	Subject	Level	Location	Times	Invigilators
Monday 6 th December	10	PE	H Paper 1	Gym 1	9.45 – 11.40	PE Staff
Column A – 9.45 – 11.40	7	Art	H Paper 1	Room 202	9.45 – 11.40	KC
	7	Art	N5 Paper 1	Room 202	9.45 – 11.40	KC
	4	History	H Paper 1	LP 1	9.45 – 11.40	History Staff
	41	History	N5 Paper 1	LP 1	9.45 – 11.40	History Staff
Tuesday 7 th December	14	Art	H Paper 1	Room 203	10.50 – 12.30	JM
Column C – 10.50 – 12.30	7	Art	N5 Paper 1	Room 203	10.50 – 12.30	JM
	9	Geography	H Paper 1	LP 1	10.50 – 12.30	Geog Staff
	24	Geography	N5 Paper 1	LP 1	10.50 – 12.30	Geog Staff
	14	Physics	H Paper 1	Room 115	10.50 – 12.30	Physics Staff
Wednesday 8 th December	20	PE	H Paper 1	Gym 1	13.10 – 14.50	PE Staff
Column E – 13.10 – 14.50	5	RME	H Paper 1	Room 214	13.10 – 14.50	RME Staff
	14	RME	N5 Paper 1	Room 214	13.10 – 14.50	RME Staff
	11	History	H Paper 1	LP 1	13.10 – 14.50	History Staff
	40	History	N5 Paper 1	LP 1	13.10 – 14.50	History Staff
	15	Physics	N5 Paper 1	Room 115	13.10 -14.50	Physics Staff
Thursday 9 th December	17	Music	H Paper 1	LP 1	11.00 – 12.00	VG
Column D – 8.45 – 10.35	9	RME	H Paper 1	Room 214	8.45 – 10.35	RME Staff
• Music H – P3	32	RME	N5 Paper 1	Room 214	8.45 – 10.35	RME Staff
	9	Chemistry	H Paper 1	Room 110	8.45 – 10.35	Chem Staff
Friday 10 th December	10	Mod Studies	H Paper 2	Room 216	8.45-10.35	Mod Staff
Column B – 8.45 – 10.35	16	Mod Studies	N5 Paper 2	Room 217	8.45- 10.35	Mod Staff
	17	Chemistry	N5 Paper 2	LP1	8.45 – 10.35	Chem Staff
	14	Spanish	N5 Writing	Room 103	8.45 – 10.35	ML Staff

	14	Spanish	H Writing	Room 103	8.45 – 10.35	ML Staff
Day/Date	Number of Pupils	Subject	Level	Location	Times	Invigilators
Monday 13 th December	10	PE	H Paper 2	Gym 1	9.45 – 11.40	PE Staff
Column A – 9.45-11.40	6	Music	ADH Paper 1	Room 3	10.00 – 11.15	VG
	4	History	H Paper 2	Room 213	9.45 – 11.40	History Staff
Tuesday 14 th December	14	PE	H Paper 2	Gym 1	14.00 – 15.40	PE Staff
Column F – 14.00 – 15.40	7	Mod Studies	H Paper 2	Room 216	14.00 – 15.40	Mod Staff
	38	Mod Studies	N5 Paper 2	LP 1	14.00 – 15.40	Mod Staff
	5	Geography	H Paper 2	Room 218	14.00 – 15.40	Geog Staff
	20	Geography	N5 Paper 2	Room 218	14.00 – 15.40	Geog Staff
	14	Spanish	N5 Writing	Room 103	14.00 – 15.40	ML Staff
	14	Spanish	H Writing	Room 103	14.00 – 15.40	ML Staff
Wednesday 15 th December	20	PE	H Paper 2	Gym 1	13.10 – 14.50	PE Staff
Column E – 13.10 – 14.50	5	RME	H Paper 2	Room 214	13.10 – 14.50	RME Staff
	14	RME	N5 Paper 2	Room 214	13.10 – 14.50	RME Staff
	11	History	H Paper 2	Room 213	13.10 – 14.50	History Staff
	15	Physics	N5 Paper 2	Room 115	13.10 -14.50	Physics Staff
Thursday 16 th December	9	RME	H Paper 2	Room 214	8.45 – 10.35	RME Staff
Column D – 8.45-10.35	32	RME	N5 Paper 2	Room 214	8.45 – 10.35	RME Staff
	9	Chemistry	H Paper 2	Room 110	8.45 – 10.35	Chem Staff
	12	Graphic Comm	N5 Paper 1	Room 15	8.45 – 10.35	Tech Staff
	6	Graphic Comm	H Paper 1	Room 15	8.45 – 10.35	Tech Staff
Friday 17 th December	5	Music Tech	N5 Paper 1	Room 1	11.00 – 11.45	SR
Column C – 10.50 – 12.30	8	Music Tech	H Paper 1	Room 1	11.00 - 12.00	SR
	14	Geography	H Paper 2	LP 1	10.50 – 12.30	Geog Staff

	24	Geography	N5 Paper 2	LP 1	10.50 – 12.30	Geog Staff
	14	Physics	H Paper 2	Room 115	10.50 – 12.30	Physics Staff

Other Assessment Information

- Music Practical will take place between Monday 22nd November and Wednesday 24th November – Music Department will share this information to relevant pupils.
- Hospitality practical assessments will take place on Thursday 25th November and Friday 26th November.
- Business Management and Administration assessments will take place in January.