



BOROUGHMUIR HIGH SCHOOL



S4 Prelim Examinations 3–16 November 2017

Instructions to Candidates

Please read the following instructions carefully and check details of your Examinations.

1. Examination Timetable

- From **Monday 6 November 2017** you will follow the Prelim Exam Timetable. Unless specified, all exams will take place in **St Oswald's Hall**. You are **not** expected to attend any classes from **Monday 6 November** until 8.32am on **Tuesday 14 November 2017**.
- **Check** the dates and times of the examinations you are taking and **inform Mrs Paterson immediately** if you have any concerns.
- All pupils should return to school at 8.32am on Tuesday 14 November.
- **During the prelims you must wear school dress, otherwise you will be sent home.**
- If you have Additional Assessment Arrangements, please check your timetable carefully and see Mrs Haresnape if you have a query. If you have a clash of exams, please see Mrs Paterson.
- You have been issued with an individual timetable which has seat numbers on it for exams.
- If you are completing courses at Nat 4 level you will **not** have been allocated a seat number. Please attend the venue indicated on the main prelim timetable (yellow sheet) that was issued prior to the October holiday. **You will be seated on arrival.**

2. On the day of your examination

- **Bring with you** pens, pencils, rulers, calculators, protractors, French/German dictionaries and whatever else you may need for a specific exam. They **cannot** be taken into the Hall inside a bag/pencil case.
- **All** outdoor clothing, bags, pencil cases etc. must be left at the back of the Hall. Do not bring valuable items to exams as there is nowhere secure to leave them..
- **You** must meet outside the Exam Hall **at least 10 minutes** before the exam is due to start.
- **Listen carefully to instructions** given in the Exam Hall.
- **No mobile phones or text communicators may be taken into the examination area. (SQA regulations)**
- **With the exception of bottled water, no food or drink** may be taken into the Exam room without specific approval.
- **Please enter and leave the Exam Room as quietly as possible** in order not to disturb other candidates already at work before you enter or who are continuing with their exam after you leave. For the same reason do not linger outside or near the Exam Room, talking or making any noise. Please leave the exam area as quickly as possible after your exam.
- **You may not leave the Exam Room without the permission of the invigilator** and only once you have **double checked** your work.
- **No textbooks or notes are allowed** in the exam room unless authorised by the invigilator.
- **Absolute silence must be maintained throughout all examinations.** If you require more paper, or have a serious problem, raise your hand to attract the invigilator's attention.
- **Do not attempt to communicate in any way with other candidates during the exam** and keep your eyes firmly focused on your own exam paper. Keep your exam and answer papers flat on your desk throughout the exam.

3.

- You are free to go home at the end of each exam.
- If you have 2 exams on the same day you can go to the Cafeteria in between exams. Please do not stand around the corridors.
- If you go up to cafes in Bruntsfield you must be eating or drinking in these cafes.
- P.C. Jenkins and SMT will be visiting these establishments and reports of poor behaviour will not be tolerated.

4. *If you have a concern*

- **It is not too late** to resolve any concern you may have about a subject exam. Speak to your subject teacher or Guidance Teacher if you have worries about a subject exam.
- **If** your concern is about the exam timetable or arrangements, please speak to **Mrs Paterson**.
- **On the day of the exam** if you sleep in, miss the bus or have any other concern about arriving on time or attending your exam, you must contact the School Office immediately by telephoning **229 9703**.

Finally: Give yourself a good chance of success – prepare well! Good Luck!