



Boroughmuir High School

Session 2017-18



S5/6 Prelim Examinations 11 January - 23 January 2018

Instructions to Candidates

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

1. **Examination Timetable**

- From **Thursday 11 January 2018** 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 3:30pm on Wednesday 10 January until 8.32am on Wednesday 24 January 2018.
- **Check** the dates and times of the examinations you are taking and **inform Mrs Paterson** immediately if you have any concerns.
- **During the prelims you must wear school dress, otherwise you will be sent home.**
- If you have Additional Assessment Arrangements you will discuss these with Mrs Haresnape.
- Please see Mrs Haresnape (PT Support for Learning) if you have concerns re these special arrangements

2. If you come into school at any time to see a member of staff you should be in school dress code.

3. **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.
- **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 continuing with their exam after you leave. For the same reason do not linger outside or near the Exam Room, talking or making noise. Please leave the exam area as quickly as possible after your exam.
- **Candidates may not leave the Exam Room without permission.**
- **No textbooks or notes are allowed** in the exam room.
- **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.

4. **Prelims at college/neighbourhood schools**

For pupils sitting exams at neighbourhood schools, your class teacher will give you details of when individual subject prelims will be held. Prelims at JGHS will run from Monday 15 January – Tuesday 30th January 2018 and prelims at St Thomas' will run from Monday 22 January – Friday 2 February 2018.

5. **If you have a problem**

- **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 problem about arriving on time or attending your exam at all contact **MUST** be made with the School Office immediately by telephoning **229 9703**.

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