



BOROUGHMUIR HIGH SCHOOL  
Prelim Examinations 1–12 November 2019



## Instructions to Candidates

### Examination Timetable

- From Friday 1 November 2019 you will follow the Prelim Exam Timetable. Unless specified, all exams will take place in the Sports Hall. You are not expected to attend any classes from Friday 1 November until 8.32am on Wednesday 13 November 2019.
- Check the dates and times of the examinations you are taking and inform Mr Munro immediately if you have any concern or exam clashes.
- During the prelims you must wear school dress code
- If you have Additional Assessment Arrangements, please check your timetable carefully and see Mrs Hall if you have a query.
- 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 that was issued prior to the October holiday. You will be seated on arrival.

### 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.
- 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)
- All outdoor clothing, bags, pencil cases etc. must be left at the side of the Hall. Do not bring valuable items to exams as there is nowhere secure to leave them.
- 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. For the same reason do not linger outside or near the Exam Room,.
- 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.
- 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 Atrium in between exams. Please do not stand around the corridors.

### 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 Mr Munro.
- 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!***