

HARLAW ACADEMY

January 2019

Prelim Guidance for Pupils



1. Study leave begins on Monday 14th January and ends on Friday 25th January.
2. Keep your exam timetable in a safe place and make sure you know when and where all your exams are.
3. Arrive for your exams at least 15 minutes before the start time. You should be seated at least 5 minutes before the exam is due to start.
4. You will need to bring your Scottish Candidate Number (SCN) to every exam. You will be expected to write this number on each exam paper. A list of candidate numbers will be posted outside the Assembly Hall and East Gym.
5. A list of seat numbers will also be posted outside the exam room. You should note your seat number and ensure that you sit in the correct seat.
6. External Invigilators will be in charge in the exams rooms. Pupils MUST follow the instructions given by the invigilators.
7. All mobile phones must be switched off and handed in to the invigilators before the start of the exam. You are not permitted to have phones on your person. Pencil cases, bags and jackets must be left at the back of the room.
8. If you are ill you should call the school on 589251 by 8.30 that morning.
9. You should not wander around the school during the exams. The canteen will be open for pupils during the exam period.
10. School uniform must be worn when coming into school to sit your exams.
11. If you have any queries or concerns about the estimate exams please see Ms Murray in B75 as soon as possible.