

# Prelim Information for Pupils

## Invigilators

The Invigilators are responsible for supervising the exams. It is their job to ensure that the exam goes ahead according to the rules laid down by the SQA. During the exam, if you require something, please raise your hand and wait for the invigilator to come to you. Please follow their instruction at all times.

## Equipment

You will need to make sure that you know what equipment you need to bring with you (pens, pencils, calculator, and so on). Please note pencil cases are not allowed to be brought into the exam room unless they are transparent. You must not share any of your equipment with anyone else or use the equipment of any other candidate during the exam. It is your responsibility to provide these for the Prelims and the SQA examinations in the Summer.

## Arriving & Leaving for the Exam

When arriving for an exam, all pupils will congregate at the front of the school outside the Janitor's entrance door.

Pupils will wait there until allowed to enter the school by a member of staff. For **8:30am start exams**, pupils **must not arrive** at the front of the school **before 8:15am**. This is due to the car park being open until 8:15am.

When instructed, pupils will enter the school quietly. Please note that lessons and other exams will be in progress so it is important that pupils are quiet at all times.

Pupils must wear school uniform for all exams.

Please check the exam schedule outside the assembly hall which will confirm the exam room and your seat number. Please check carefully in case there is an exam room change.

Please ensure that you have gone to the toilet before your exam.

The Invigilators will let you know when you can enter and leave the exam room.

Examinations can have different starting and finishing times. While any examination is in progress, silence must be observed and movement in and out of the examination room kept as quiet as possible.

## In the Exam Room

Bags must not be taken to your desk – leave them in the designated area in the exam room.

You are not allowed to eat in the exam room. Still water is allowed but it must be in a transparent container and kept on the floor.

Once you enter the exam room, do not talk, and remain seated until you are instructed to leave at the end of the exam. Do not communicate with other students in the room. This includes turning around in your seat. Please note that if suspected of cheating – your exam will likely be declared void.

Should you misbehave during an examination, you will be withdrawn from the exam room, and your examination paper will be declared void.

All candidates must stay for the full length of the exam. If you finish early, make sensible use of any remaining time to check your answers.

The SQA stipulates that the following items must NOT be in your possession during an exam:

- Mobile phone
- Music/MP3 player
- Smart watch
- Calculator – except for specified subjects
- Dictionary – except for specified subjects
- Pencil cases – except transparent ones
- Books, notes, paper of any kind

## **During the Exam**

Read the instructions on the front of each question paper and follow them carefully.

Make sure you have written your name on the answer booklet or answer paper provided for the exam. Please also write your SCN number. You will find your SCN number on your Google Classroom.

Make sure you turn to the last page of the exam paper to be sure that you have attempted all the questions.

All question papers and scripts remain in the exam room. No exam papers or rough work should be taken out of the exam room.

Use a blue or black pen. Only use a pencil for objective test answer sheets, diagrams, graphs and rough work. If you have made several attempts to answer a question, please cross out all unwanted answers and rough work belonging to these attempts when you have finished.

Please note you will not be allowed out to the toilet during an exam (unless it is absolutely necessary). Make sure you go to the toilet before entering the exam room.

## **Arriving Late**

Be on time - you will not be allowed into an exam late as this will be disruptive to the other candidates. If you are late, please go directly to your Guidance Teacher or Year Head.

## **Coming into school during Prelim Time**

Please note that school uniform must be worn at all times whilst in school.

If pupils are coming into school to study, they must inform their Guidance teacher and sign in and out at the office. The dedicated study area will be in the 'Snack Bar' area next to the SLT corridor. Any pupil coming into school at the request of their subject teacher must also ensure that they sign in and out at the office.

## **Covid – 19 Protocols**

Face masks must be worn at all times in school and this includes during your exam.

When you enter the exam hall, you must hand sanitise.

In between exams, all desks and chairs will be sanitised by our school cleaning staff.