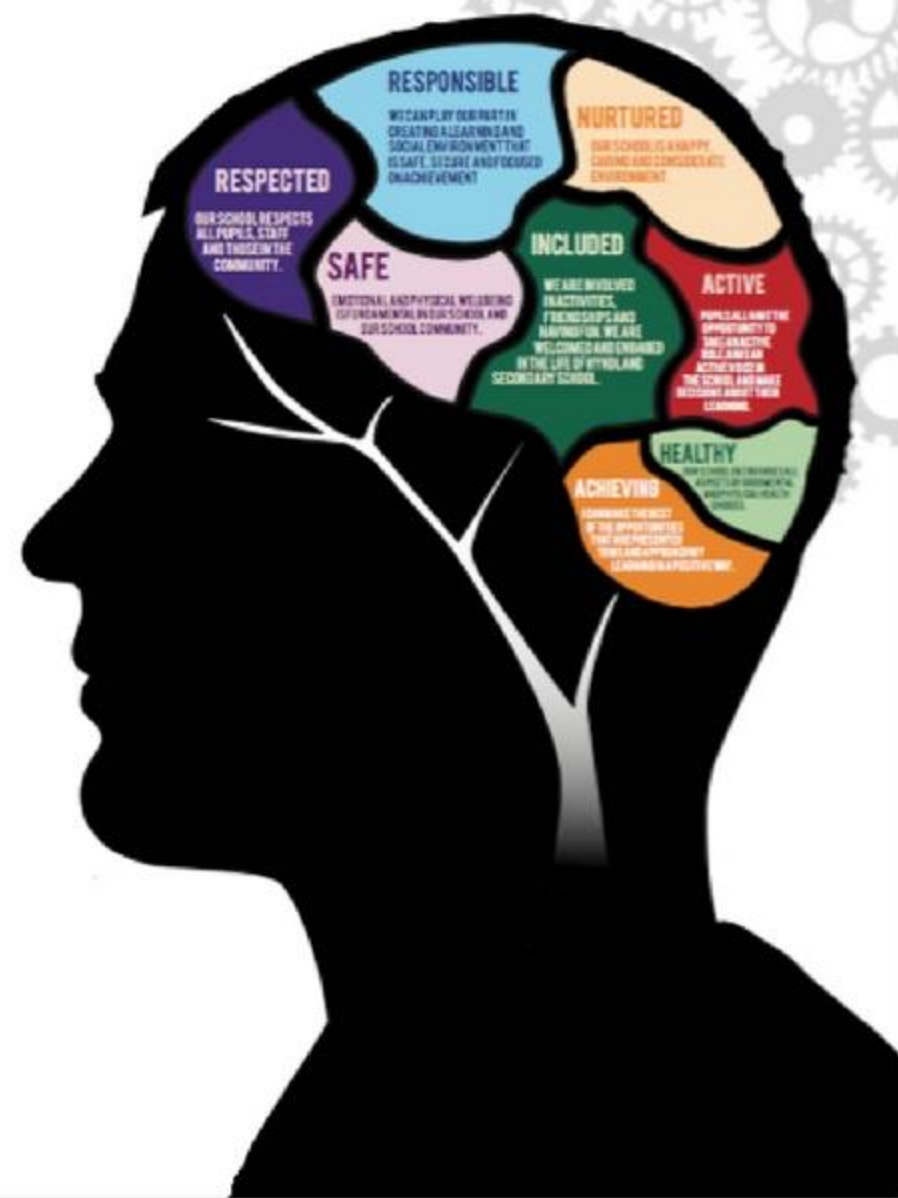


OUR VISION
OUR VALUES
OUR SCHOOL



S.Q.A. Prelim Examination Assembly 2019



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Preparing for your coursework

- In your SQA 'My coursework' Booklet contains lots of great advice for preparation for externally assessed coursework.
- You should also check with your teachers to make sure you are on track with your coursework.

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Preparing for your exams

- If you receive **alternative assessment arrangements** – You must see Ms McFarlane in the Pastoral Care base before the Christmas break to receive your alternative timetable with times/locations detailed on it.
- Please check the start times **carefully** as some exams will start earlier if you are entitled to extra time.
- All pupils will receive the Prelim and Master class timetable today at the end of this assembly.

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Equipment for your exams

- It is important to make sure you know what equipment you need to bring with you for each exam.
- Calculators can be used in other exams, not just Maths so check with each class teacher.
- Pencil cases are no longer allowed to be kept on your desk in the exam hall.
 - Always remember to bring spare pens with you!

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During your exams

- You will be allocated a seat number for each exam.
- Seating plans are displayed in the noticeboard at the main pupil entrance to the Lauderdale Building. You should check these before heading to the Hall.
- It is important that you sit in the correct seat allocated to you for each exam.

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Before your exam starts

- You should head to the Fuel Zone once you have checked the main noticeboard for your seat number.
- Wait in the Fuel Zone – either a member of staff or SQA Invigilator will come to collect you from there and take you to your assessment.

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In the Exam Hall

Things you must not have in your possession during the exam:

- Mobile Phones – must be switched off and kept at the back of the exam hall
- Smart watches must not be worn or left at the back of the exam hall
- Electronic devices
- Calculator – except in specified exams
- Dictionary – except in specified exams
- Cases – calculator or pencil
- Books, notes, sketches or paper of any kind.

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Writing your answers in the exams

- Use a pen with black or blue ink (do not use gel pens).
 - Only use a pencil where you are told to in the instructions.
- You should try your best to write neatly and legibly.
- You must not use text language or any rude, abusive, offensive or discriminatory language or images.

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Leaving the Exam Room

- If you have done as much of a paper as you can, the invigilator may allow you to leave the exam after half an hour.
- You **MUST** ask the invigilator's permission to leave an exam early.
- If you wish to leave, simply raise your hand – you can leave once granted permission to do so.

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Your Conduct during the Exams

- You must not copy from someone else, or share your work with anyone else.
- Do not use offensive or frivolous language in your answers.
- Do not behave disruptively or cause a disturbance in the exam room.
- Do not share equipment with anyone else.

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General Good Advice

- Arrive in good time – about 15 minutes before the exam starts.
 - Take the right equipment in with you.
 - Check you have been given the correct paper.
- Complete all your details on the front of the question paper or answer booklet.
- Read all instructions and listen carefully for any announcements or additional instructions from the Invigilator.

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Absence from an exam

- If you are unable to attend an exam due to ill-health – your parent / guardian **MUST** call one of the Deputes on the morning of the exam (before it is due to start).
- A medical line from your GP will be required that day or the consecutive day.
 - A phone call must be made on each exam day!
- **Minor ailments such as a cold will not be considered as a valid reason for missing an SQA examination.**

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No worries...

- If you are concerned about any aspect of the SQA exams, speak to either your Pastoral Care Teacher or House Depute Head Teacher.
- All anyone can ask is that you try your very best in each exam. If you can honestly say you have done that then you have done your part!

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