

Prelim Arrangements January 2020

- Exams are scheduled to take place between Wednesday 8th January and Tuesday 28th January;
- There is no study leave. Pupils should attend tutor each morning, and go to their normal classes, bringing all the materials needed for lessons. Anyone sitting an exam should ask out of class, so that they arrive outside the exam room 5 minutes before it is due to start. It is vital that you arrive on time. If you have an exam which starts during lunchtime, if you feel it is necessary, you can ask to get out of your period 5 class early in order to give you enough time for lunch. All departments post lists of pupils who will be sitting each exam, so staff will be able to check which pupils are involved. Please be aware that on such days there probably won't be time to leave the school premises to go and buy your lunch;
- You have been issued with an exam timetable. Please check with your class teacher which levels/papers you are sitting;
- If you are entitled to special arrangements for any of your exams, Mrs Nisbet will have spoken to you about these. She will issue you with a personalised timetable giving you details of rooming arrangements and times;
- No equipment will be issued during exams. It is a pupil's responsibility to bring what they need;
- There may be occasions when more than one paper/level is taking place in the hall at the same time. Please check you go to the area the invigilators direct you to and that you have the correct paper.
- Pupils **must remain in the hall/room until the exam is over**. At that point, they should leave the hall quietly (particularly if another exam is still going on) and then return quietly and immediately to class;
- During short breaks between papers, pupils should not wander about the school;
- **All pupils must remain silent and face the front at all times during the exam.** Mobile phones should be switched off and put in bags. You are not allowed to have them on your person. Anyone breaking these rules will be warned once and if spoken to again will then be removed from the exam;
- Bags should be left at the back of the hall as you enter. Only take the equipment you need to your desk. If you are in a classroom, please leave your bag at the front of the room:
- It is the pupil's responsibility to wait until their paper is collected before leaving the hall/exam room;
- If you are absent on the day of an exam, please let your class teacher know about this on the day you return to school. They will then arrange an appropriate time (if possible) for you to sit the exam. Please also let your class teacher know if you attend college at a time when one of your prelims is scheduled so that an alternative time can be arranged.
- If bad weather causes the school to be closed, parents/carers will be notified through groupcall of any changes to prelim arrangements