

PRELIM EXAMS 2018

NOTES FOR STUDENTS

- The Exams will run from **Monday 29 January to Friday 9 February** inclusive.
- During this Exam period you will have Study Leave, although arrangements should be made with Subject Teachers to come in for support with revision, usually when you would have a timetabled class. You may be required to also attend to complete an assessment during this time. If you come into school during Study Leave you must sign in/out at Reception and must wear school uniform.
- Pupils who attend City Campus and College courses must continue to attend during the prelim diet unless they have an exam.
- Study Leave will begin on **Monday 29 January** and finish on **Friday 9 February**. **You will return to school on Friday 16 February following the mid term holiday and Inservice days.**
- Full School Uniform **MUST** be worn when you are in school – either for an exam or to see a teacher.
- Pupils who travel for courses to City Campus schools or Torry Academy will sit their prelims at those schools.
- The Shuttle Bus will be running between Kincorth and Torry and pupils must make ensure they arrive at Torry Academy in time for their exam.
- You will be issued with an exam timetable. Please check your timetable carefully and inform Mrs Henderson immediately if there are any difficulties.
- You should confirm with your Subject Teachers the timings of your exams, the level you are sitting, and any special equipment you might need, and note this on the exam grid provided. Where multiple rooms are being used for an exam, you will be informed of the exam room you need to go to prior to going on Study Leave. This can then be added to your personal exam timetable.
- You **MUST** make sure that you know your SCN and use it correctly (or have your SCN card to remind you).

- You **MUST** ensure that you have the correct equipment with you on the day of the exam, ie pencil, pen, ruler, eraser, calculator, etc.
- You **MUST** ensure that you are present at least **15 minutes** before the start of each exam. Please ensure you know which exam room to go to.
- You will be allocated a desk or seat number for each exam. Make sure you know your desk/seat number before the exam.
- If you are unwell on the day of an exam, you **MUST** telephone the school by 8.15 am. A **Medical Certificate** from your Doctor covering the day of the exam should be given to school **on the day of your absence or the following day**. If you become ill during an exam, and we are able to confirm this, you will not need to provide a medical certificate.
- During the exam you **MUST** remain in the examination room **for the duration of the exam** and follow any instructions issued by the Invigilator. If you are finished early in an exam, you **MUST** sit quietly and not distract others. Please be considerate of others both outside the exam room and within. You should use any extra time to proof read and check all answers carefully.
- **Mobile phones, even though they are switched off, are NOT permitted** in the examination rooms. Should a mobile phone ring, the pupil will be asked to leave the examination room and will **NOT** be permitted to complete the exam. You must not have any of the following in your possession during the exam:
 - mobile phone/WAP enabled phone
 - music/MP3 player
 - calculator — except in specified subjects
 - dictionary — except in specified subjects
 - cases — calculator or pencil, etc
 - books, notes, sketches, paper of any kind, or any other prohibited item
- Any pupil behaving in an inappropriate manner – for example, talking, turning round, failing to follow instructions – will be asked to leave the examination room and will **NOT** be allowed to complete the exam.

General Advice

- Arrive in good time — about 10 minutes before the exam starts
- Check you have been given the correct exam 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
- Take the right equipment — black or blue ink pens, HB pencils, etc
- Remember to cross out all rough work once you have made a final copy
- If you feel unwell, tell the Invigilator
- Stay in the room until the exam is finished — you may only leave early with the permission of the Invigilator

Conduct

- Do 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

Please be considerate to other pupils by walking quietly in and out of the examination room and also by not making a noise outside the examination room.

Thank you.