

## 1. ATTENDANCE

- There is no study leave this year, so **if you do not have an exam you must attend your normal classes.**
- If an exam finishes within 20 minutes before a break or lunchtime, you will be allowed to remain in the middle social area and invigilators and class teachers involved in invigilation will be there to supervise you for the remainder of the period.
- Please check with your class teachers the week before your prelims begin the level of exam you will be sitting, i.e. Foundation, General and Credit.
- For all your examinations, make sure that you are at the correct room **at least** five minutes before the exam is due to begin.
- Where there are intervals between examination papers, you must stay in the middle social area and not disturb the work of the rest of the school. Toilets will be open at these times. You are not allowed to play football in the playground while you are waiting for examinations to begin, or between examinations, or after your examinations are finished for the day. The code of conduct for pupils with regard to smoking etc. still applies at these times.

## 2. SCHOOL UNIFORM

- **You must wear school uniform at all times during exams.**

## 3. EQUIPMENT

- You must bring with you every day, a pen in good working order, a sharp pencil, a ruler and a rubber. You should also bring a calculator, coloured pens or pencils, drawing instruments etc. if advised to do so by your subject teachers.
- For practical examinations, follow carefully the instructions given by your subject teachers.

## 4. SITTING EXAMINATIONS - POINTS TO REMEMBER

- Make sure you arrive in good time and know which room to go to – check the noticeboard outside the hall.
- Always write your full name on your answer papers.
- Follow any other instructions about labelling papers that your subject teachers may have given you. You should have a note of your Scottish Candidate Number in case you are required to write it down.
- Read the instructions carefully on every question paper and follow them exactly. Do not answer any more questions than you need to.
- Read every question carefully and do what it says. Use the marks for each question as a guide when you are deciding how much information to give in your answer.
- Use the time you are given wisely. Spend an equal amount of time on each answer. Try to leave a few minutes to check your answers at the end of the examination.
- If you are unsure of something in the exam paper or you need to leave the room, speak to the invigilator.

## 5. GENERAL EXAMINATION PROCEDURE

- **Entering the examination room**
  - You must not have on your person in the examination room any book, sketch, note, paper of any kind or any unauthorised aid. This includes mobile telephones, MP3 players, iPods etc. Remember to leave all bags, books and notes at the entrance to the hall. Leave all rough work in the room when you leave.
  - You may use a calculator in certain examinations but you may not share one with another candidate. It is up to you to know when and how calculators may be used.
  
- **In the examination room**
  - **Use a black or dark blue pen** and write legibly and neatly. You may use a pencil for rough work, diagrams etc. Make sure you cross out rough work once you have made a fair copy.
  - During an examination you must not give help or get help from any other candidate. You must not cheat in any way.
  - You must not cause a disturbance in the examination room.
  
- **Improper conduct**
  - You must not use or try to use any dishonest means in an examination.
  - You must not write silly or offensive remarks in examination work.
  - If you cause a disturbance in an examination room, refuse to keep quiet, attempt to talk to other pupils, or try to borrow equipment etc. the Depute Head Teacher will be sent for, you will be made to leave and your parents will be informed about your misconduct.
  - You could fail all exams if found guilty of cheating.
  
- **Leaving the examination room**
  - Please note that you may not leave a room before the end of your examination unless you are permitted to do so by the invigilator in charge of the examination.
  - If you are leaving a room where others are still sitting an examination, leave quietly.
  
- **Lateness**
  - If you are late for an examination, you must report to the principal teacher concerned.
  - He/she will decide whether or not you can enter the examination room.
  
- **Absence**
  - If you are prevented by illness, or any other good reason, from sitting the whole or part of an examination, Reception should be informed of your absence from an examination (telephone 435677).

Helen Gray  
Head Teacher.  
12 December 2013.