S4/5/6 Prelim Assembly
December 2022

Purpose of Prelims

- practice of working under exam conditions
- practice of planning study time and preparation
- clarification of strengths and areas for improvement
- generation of evidence for estimates, absentee candidates and exceptional circumstances

Preparation

- You have been offered the chance of study leave to allow you to prepare effectively for the exams. This time should be planned and used appropriately to ensure the best possible preparation.
- Good behaviour - normal school rules and expectations with regard to school dress etc apply during the exams.

Expectations

- ensure that you know which level you are attempting in each subject. If you are not sure, check with your class teacher.
- check the timetable carefully and arrive punctually at the correct room for each exam – **10 minutes before the start of the exam**. Particularly if you have assessment arrangements.
- dress according to the school dress guidelines. (This will be checked before you enter the exam room.)
- leave books and bags in room G044. Valuables should always be left in a safe place.
- enter the exam room quietly and sit in the seat to which you are allocated. Your name will be on the desk and you will be called in row by row.
- check your desk to ensure that there are no marks / graffiti etc on it. If there are, report this immediately to an invigilator.

Expectations

- follow the instructions of the invigilators.
- write in blue or black pen except when drawing diagrams. Only relevant answers should be written on the exam paper. There should be no doodles or inappropriate comments.
- remain in the exam room for the whole of the time allocated to each paper and use the time effectively, by checking answers carefully and ensuring that no questions are left blank.
- check that your name and candidate number are on all your papers. Make sure that you bring a note of your candidate number to each exam. This can be checked in advance with class teachers and will also be posted on the wall outside the Hall.

Authorised and unauthorised materials

- Before the start of the assessment candidates must ensure they leave their personal belongings and any unauthorised items outside. Candidates must not have mobile phones, smart watches and any other electronic items on their person.
- Before the assessment starts invigilators will ask candidates to make a final check that they do not have any prohibited items on their person. If they do, they should hand them over, they will be stored securely and handed back after the assessment. If candidates are subsequently found to have any prohibited items once the assessment has started, it will be considered malpractice and could have serious consequences for their award.

Authorised items

- water in a clear plastic bottle with label removed
- medicine required during tests
- tissues
- paper for rough working
- pens and pencils – not in a pencil case.
- Calculator (Only for certain exams). Calculator lids should be placed on the floor under the seat.

Unauthorised items

- mobile phones, cameras, smart watches, iPods, iPads, e-readers or any other electronic items on which notes could be accessed or data received/transmitted
- notes
- correction fluid/tape, erasable pens
- pencil case
- bags, handbags, luggage, coats
- graph paper
- dictionaries

Breaks (including toilet breaks)

- During the assessment, candidates are allowed to leave the test room temporarily to use the toilet. The candidate is still under assessment conditions during the time they are out of the room and they must not communicate with anyone or access any other device. Candidates will not be given any extra time for this unless supervised breaks have been allocated as an Additional Assessment Arrangement

What to do if……

- If there is a problem, speak to an invigilator, report to the School Office or see Mrs Wilson.
- If your bus is late or you are late for your exam for any other reason, report to the School Office.
- If you are ill and unable to sit an exam, contact the School Office **by 8.50am on the day of the exam.**

What to do if….

- Any pupil who is on study leave, but is in school outwith exam times, **for whatever reason, must report to the School Office to sign in and out and must be wearing school dress**.
- Any pupil who has a clash of exams or any other problem relating to the exams must discuss arrangements with Mrs Wilson **TODAY**.

Finishing the assessment early

- If candidates finish the assessment early, they must sit quietly until all candidates in the room are finished.

Assessment Arrangements

- All candidates who have assessment arrangements will be notified of their rooms and timings.
- If you have any queries please see Mrs Wilson or Mrs Dyer.
- Candidates with extra time will be asked to change colour of pen at the start of the extra time. Candidates who are entitled to / trialling extra time must remember to **bring two colours of pen**
- **Pupils with Assessment Arrangements** – the timetable given to you by Mrs Dyer only includes exams with assessment arrangements. You must check the timings of any others on the main timetable.

.

What can you expect following the Prelims?

Your paper will be marked and, for each Advanced Higher, Higher or National 5 subject, you will be given an overall grade.

All other courses use continuous assessment and your progress will be monitored and communicated through tracking.

You will be given feedback on your performance in each subject and advice on how to improve before the final exams/assessments.

The Senior Leadership Team will monitor Prelim results.

All pupils will be interviewed following their prelims by either Subject Teacher, Curriculum Principal Teacher, Pastoral Teacher or Mrs Wilson.

Those with no/few exams

- You may be asked to come in to school to sit key assessments for N2/3/4 courses.
- Those people who are working with other agencies eg CLD, Stone-carving project, volunteering or work placements – this will continue as normal during study leave unless you have an exam.