

# Castlemilk High School

## S4 Prelims Pupil instructions - 2017



### Exam Preparation Leave:

- Pupils who are sitting **NATIONAL 5** Level courses will have exam preparation leave.
- There is no exam preparation leave for N4 subjects, N5 Administration & IT and N5 Physical Education as these subjects do not have an external exam.
- Exam preparation leave will apply to the **DAY BEFORE** each National 5 prelim and any remaining time on the day of your prelim(s) after they have finished.
- If you are unsure about anything, it is **ESSENTIAL** you check with Mr Fraser.

### Before your exams begin:

- Carefully check the subjects and times of the exams that you are sitting with your personalised timetable.
- For National 5 Courses you will sit 1-2 papers.
- If you are unsure about anything, it is **ESSENTIAL** you check with your class teacher.

### On the day of your exam:

- Arrive in school **30 MINUTES** before your exam starts and report to the **SOCIAL AREA** where you will be recorded as present.
- If you are having travel problems e.g. stuck in a traffic jam, bus not turned up – **TELEPHONE AND LET US KNOW – 0141 582 0050.**
- Exams **CANNOT** be rescheduled. They must be sat on the day indicated on your timetable.
- Full dress code **MUST** be observed. Tracksuits, casual clothes, jeans etc. are **NOT** acceptable.
- Make sure you bring **EVERYTHING** you need e.g. pens, pencils, ruler, calculator.
- Mobile phones are **NOT** allowed into examinations. The invigilators have a very strict policy on this and can **REMOVE** candidates from an exam or in certain circumstances **CANCEL ALL EXAMS** if you are found to be in possession of a mobile phone.
- You must remain in the exam room for the entire duration of the exam. If you finish with time to spare this time should be used to check and recheck your paper.

### Absence from an exam:

- Absence from an exam will result in an overall **NO AWARD**. Anyone absent **MUST** telephone the school before the exam starts and produce a letter from their parent on return to school.

*Nothing but the best will do!*