

# PRELIM BRIEFING

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Dalbeattie High School

January 2017

# 1. Check Timetable Today

- Ensure correct **subject** and **level**;
- Check **start** time, **end** time, **location** and **seating** arrangements;
- Check overall timing of your day, looking out for overlaps, workload, etc;
- Plan to carry necessary equipment and reserves.

# Equipment

- You are **not** allowed;
  1. electronic devices including mobile phones, MP3 players, tablets and smartwatches;
  2. calculator or dictionary - except in specified subjects and should meet SQA regulations (check with Maths staff);
  3. pencil case;
  4. books, notes, sketches, paper of any kind;
  5. your own dictionary for any Modern Languages exam, unless you get it checked first.

# Equipment

- You should bring;
  - Blue or black pens but not gel pens;
  - Pencils (sharpened in advance)
  - Eraser
  - Ruler
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- Other relevant equipment may include calculators, dictionary, etc
  - Bring spares.

## 2. Rules

- Arrive in good time with only the required and permitted equipment, including black or blue pens. If you are late, see the invigilator.
- Follow any instructions given by the Invigilator and ask them for help if you feel unwell or upset.
- Sit in the area designated for your subject and level, ensure you have the correct paper and let the invigilator know if you don't.

## 2. Rules (continued)

- Be prepared to start sharply.
- Thumb through the paper to check for missing pages etc.
- Read the instructions on the front of each question paper and follow them carefully.
- Put your name on any paper you use. If you need extra paper, ask the Invigilator. Include your seat number if available.
- Write neatly with black or blue ink.
- Do not use text language, or any abusive, offensive or discriminatory language or images in your answers.

## 2. Rules (continued)

- Remember to cross out all unwanted answers and rough work before you leave.
- Don't stop until you reach the "End of Question Paper" notice.
- You will not be permitted to leave the prelim until the end time allocated for your prelim. The invigilator will call you by subject and level.
- If you can't sit the exam for any valid reason, tell your teacher/lecturer. If you feel ill or upset during the exam, tell the Invigilator.
- Leave quietly – other exams may still be in progress.

## 3. Conduct (SQA)

- Don't copy, or even appear to copy, from someone or somewhere else, or share your work with anyone else.
- Don't use text language or any abusive, discriminatory or frivolous language or images in your answers.
- Don't be disruptive in the exam room.
- Don't share equipment with anyone else.
- Understand the consequences of breaking these rules.



# 4. Calculators

- Programmable Calculators are not allowed;
- Graphics calculators must be checked by the Maths Department before use;
- Make sure you are familiar with the calculator(s) and how it works – not all the same;
- Check mode – degrees etc.

# 5. Additional Arrangements

- Please check the start time, end time and location for each test.
- Discuss with class teacher and/or Mrs Donnelly well in advance.

Thank you