



08 November 2021

Dear Parent/Carer

PRELIM EXAM ARRANGEMENTS

As the Prelim examinations will begin soon, I felt that it would be beneficial to contact you with some advice that may help you support your child before and during these assessments.

1 STUDY LEAVE ARRANGEMENTS

Study leave for the Prelim examinations will run from **WEDNESDAY 1 DECEMBER** until **TUESDAY 21 DECEMBER**. A copy of the **PRELIM TIMETABLE** for this period has been sent to you and your child via Groupcall. It is important that your child is clear about exactly when their Prelim exams are in order to make sure that they do not miss any of them and to help structure their study planning.

During study leave, your child should only come in to school on days that they have an assessment. On these days, pupils should wear full school uniform and return home after their assessment is complete.

2 PUPIL PROFILE

To help review their current progress to date, your child recently received their **INTERIM PROFILE**. The information in this can help your child ensure that addressing any areas of concern and can be a useful mechanism for dialogue between you both about exam preparation.

3 REVISION PLANNING

To help students make the most of the time they have before the Prelims and during Study Leave, they should use the information in their profile and progress discussions to prioritise subjects and areas for revision. Key things to consider as part of this revision programme are:

- **USE OF SQA PAST PAPERS** (<http://www.sqa.org.uk/pastpapers/findpastpaper.htm>)
- **USE OF SQA UNDERSTANDING STANDARDS** (<http://www.understandingstandards.org.uk/>)

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3 EXAM HALL RULES

The Prelim examinations will use the following rules - set by the SQA for the final exams - in order to allow pupils to ensure they are familiar with them for their end of year assessments.

- *Notify the school of any absence or latecoming for an exam immediately*
- *Arrive in good time (about 10 minutes early) and check exam location*
- *Bring the right equipment*
- *Check you have been given the correct exam paper*
- *Complete all your details on every piece of work that you hand in*
- *Read all instructions and listen carefully for additional instructions*
- *Check that you have not missed any out any sections or questions*
- *Cross out all rough work once you have made a final copy*
- *If you feel unwell during an exam, tell the Invigilator*
- *Stay in the room until the exam is finished*
- **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** speak to any other pupil,
- **Do not** behave disruptively or cause a disturbance in the exam room
- **Do not** share equipment with anyone else
- *The following items are **BANNED** from the exam hall*



Mobile phone



Digital electronic device,
eg MP3 player



Book, notes,
sketches or paper



Pencil case/
calculator case



Calculator — except
in specified subjects



Dictionary — except
in specified subjects

I wish your child every success in these assessments and if I can be of any other assistance during this important time for them please do not hesitate to contact me.

Yours sincerely

D Mitchell

Duncan Mitchell
Depute Head Teacher
dmitchell@turnbull.e-dunbarton.sch.uk