

Attendance

During the period **Tuesday 2nd May** to **Friday 2nd June 2017** (inclusive),

S4 pupils will be on Study Leave as follows:

- Pupils studying 3 or more National 5 exams will be on full study leave.
- Pupils studying 2 or less National 5 exams will be on study leave the 2 days before and the day of their exam.
- Pupils who are not sitting National 5 exams will follow their timetables.

Pupils returning to S5 will begin the new timetable on **Monday 5th June 2017**.

S5/6 pupils will be on study leave from Tuesday 2nd May until Friday 2nd June and should only attend school on the days of the exam.

Pupils returning to S6 will begin the new timetable on **Monday 5th June 2017**.

Examination Timetable

Read the exam timetable carefully, making a note of the **Date, Time and Room** allocated for each exam you are sitting. If there are any discrepancies or any co-incident examinations please contact Mr R Hunter immediately so that other arrangements can be made for you.

General

- a) Be ready to enter the exam room, at least **10 minutes** before the scheduled starting time. Once the exam has started latecomers will not be allowed into the exam room. Please make every effort to be at your exams on time. If however an emergency causes you to be late, please report to Mr R Hunter or to the PT of the subject being examined.

- b) When your exams are finished for the day, leave the school quietly and go home.
- c) All improper conduct will be report to the SQA and investigated. You may lose marks, have your exam entry in the subject cancelled or, in extreme circumstances, have all your entries for the exams you are taking cancelled.
If any of these actions are taken, or if the SQA issues a warning letter about your conduct we will not be able to submit an appeal on your behalf.

Examination Rooms - Procedures:

- a) Come prepared - bring pens, pencils, ruler, instruments etc.
- b) All books, bags etc. must be left at the front of the examination room.
- c) Don't forget to write your name and class on all sheets of paper.
- d) Pay close attention to any instruction given by the supervising staff
- e) Make sure that you are sitting the correct paper and at the correct level - several examinations may be going on in the same area.
- f) All candidates must remain in the exam room for the duration of the exam.
- g) If you feel you need to leave the exam room please:
 - 1) Indicate to the invigilators by raising your hand.
 - 2) Explain to the invigilator your challenge
 - 3) The invigilator will explain to you the procedures you must carry out.
- h) When an examination is ready to start, a strict **No Talking** rule will apply - failure to comply will result in your work being cancelled and no award being given.

PERTH GRAMMAR SCHOOL

Absence

If you are prevented by illness or any other good reason from sitting the exam, or part of it, you should report this to the school as soon as possible. If you require us to submit an Absentee Consideration Request, a medical certificate covering the day of the exam should be given to Mr R Hunter the day after the missed exam.

NATIONAL QUALIFICATIONS EXAMINATIONS May/June 2017

*Candidates must **NOT**:*

- ❑ Take into the examination room any unauthorised aid e.g. books, notes or paper of any kind, Spellchecker or any forms of communication. All rough work must be done in the answer book or any authorised worksheets provided. Scrap paper should not be used for this purpose as it could be thought to have been brought into the examination room.
- ❑ Take pencil cases to your desk. Only take the materials you require to complete the exam.
- ❑ Communicate in any way with, seek assistance from, or give assistance to another candidate or candidates during an examination.
- ❑ Intentionally cause a disturbance in the examination room.
- ❑ Remove a question paper of any kind from an examination room before the end of the examination to which it relates.
- ❑ Submit work which is frivolous abusive or otherwise offensive.

INSTRUCTIONS TO CANDIDATES

Failure to comply with the above could mean that you will receive no awards for the exams you sit.

Mobile phones must never be taken into an exam room.

Normal school uniform must be worn at all times.