



S4 (National 5) Prelim Timetable – January 2018

The Purpose of the Prelims

The Prelim Exams have several purposes:

- to give you practice before the National 5 exams in May/June
- to give the school and SQA an idea of your likely performance in the exams in May/June
- The results are used by the school to recommend which final exams you take

The Prelims can help you get the grades you deserve. **They are important to you.** They are the first step in what we all hope is a successful year for you.

When are they?

The Prelim timetable starts on **Monday 15th January 2018** and finishes on **Friday 26th January 2018**.

Check the details on the timetable attached and let **Mr Carter, Business Manager**, know immediately about any problems.

Attending Exams

- During the prelim exam period you will come to school as normal but leave your class when you have an exam.
- **You must come to school in School Uniform at all times!**
- Please remember that other pupils are working and it is important that they are able to work peacefully.

Exam Etiquette

Your conduct during any exams is important. Make sure that you:

- **check** exam times carefully. They could affect your travel and lunch arrangements.
- **arrive** outside the exam room at least 5-10 minutes before the start of the exam.
- **wait** until you are asked to come in and sit down.
- **phone** the school if you are ill on the day of an exam.
- **arrive** equipped with everything you need:- pencils, pens, ruler, calculator, etc.
- **follow** the invigilator's instructions without comment.
- **raise** your hand to attract an invigilator's attention if you have a problem. **Do not** disturb other exam candidates. Speak quietly.
- **do not** take books, bags, food, drink or any electronic device which can store data into the exam room.
- **mobile 'phones** must **NEVER** be brought into any exam room.
- **behave** appropriately at all times. Indiscipline will be regarded very seriously. Your parents will be informed and all of your exam results will be in danger of being affected.
- **leave** exam rooms quietly - others may still be working.

Preparation for Exams - Good Practice

All of the points below have been shown to help students do their best in exams. Think of the reasons for each of the statements. Discuss them with friends and teachers.

Well before the exams:

- **make** a revision/study timetable.
- **revise** every part of the course.
- **make notes** and summaries of the important parts.
- **try** to think of different ways of presenting the information e.g. a diagram or a talk.
- **find out** about the exam. (Timing, number of questions, choice etc.)
- **buy** extra pencils, pens etc.
- **eat** regularly and get enough sleep
- **find out** the 'where' and 'when' for each exam

The evening before the exam:

- **do not** plan to revise a lot of work. Most of your revision should have been done by now!
- **read** over your summaries
- **try** to relax
- **get** everything ready for the next day; equipment, clothes, etc.
- **get** a good night's sleep

The day of the exam:

- **get up** in plenty of time on the morning of your exam. Try not to be rushed.
- **do not** do any revision. It is too late!
- **eat** a good breakfast
- **try** to avoid talking to friends about revision
- **make sure** that your own watch is working correctly

During the exams

- **check** that the exam paper you are given is the right one
- **write** your name on your answer sheets
- **read** all the questions and check the back page of all exam papers
- **if** there is a choice tick the questions that you think you can do
- **check** the time regularly during the exam
- **leave** enough time to read over all of your answers
- **if** you are likely to run out of time, make summary notes to answer the remaining questions.

PLEASE NOTE

- **If you have any special arrangements, for example a Reader or Scribe, then you will be issued a personal timetable by Mr O'Donnell in the Support for Learning department.**
- **Please check your timetable carefully and if you have any concerns check with your subject teacher.**

A Carter
Business Manager