



# Knox Academy

Head Teacher Susan Cook BEd(Hons) MEd  
SQH

knoxacademy@knox.elcschool.org.uk  
www.ka-net.org.uk

Pencaitland Road  
Haddington  
East Lothian  
EH41 4DT  
T: 01620 823387

## Internal Memo

**To: Senior Phase Students**

**From: Mr Luke, Business Manager & SQA Coordinator**

**Date: 6<sup>th</sup> November 2019**

**Subject: Prelim Timetable and Instruction**

Please find attached a copy of the prelim timetable which commences on Monday 25<sup>th</sup> November 2019.

The timetable, which accompanies this advice, shows all prelim exams in the period and will help you plan revision. There should be no doubt in your mind about which level you are sitting, but if you are unsure please liaise with your subject teacher. Subject staff will explain the structure of the prelim exam to you and will advise on exam procedures and on the behaviour expected in your exams.

To ensure you do your very best in these important exams you should use the full exam time and not leave the room until the end of the exam.

Our SQA Invigilators will coordinate and run the exams.

You are expected to come into school in full uniform and on time for your exams.

There is no food allowed in any exam venue unless there is a medical reason for this, however, water is permitted.

Your parent/carer must contact the school if you are ill and unable to attend the exam.

You are expected to attend timetabled classes as normal if you do not have an exam.

There is no exam leave during the prelim exam period.

If you have any queries regarding the information contained within this memo or the attached timetable please do not hesitate to get in touch with me (Mr Luke).

Please see overleaf for a summary of SQA regulations.

**What follows is a brief summary of the SQA regulations that will apply in all exams/assessments.**

If you are late for the start of the exam you must not go to the exam room, please report to the school office.

You must not take into the exam room a calculator which contains inadmissible data, a spellchecker, a pencil case, book, note, sketch, paper of any kind, or any other unauthorised aid. If you mistakenly take any aid into the exam room, you should give it to the invigilator.

You may use a calculator in certain exams, but you must not share one with another candidate. It is up to you to know how and when calculators may be used.

In the exam room, use black pen and write legibly and neatly (Black pens should be used in all exams). Do not use scrap paper, unless a department has authorised it for the exam. Normally, all rough working will be in the answer book/paper and you should cross out rough working when finished with it.

If you feel unwell or upset, tell the invigilator, who will arrange for you to leave the room.

You must not use any dishonest means in an exam. You must not give help or get help from any other candidate. You must not cause any disturbance in the exam room. If you do, you will be removed from the exam room.

In SQA exams all improper conduct will be reported to the SQA and you could be disqualified from any or all of the subjects you sit.

These are very important exams and our expectations are that you will give it your best effort and use all the time allocated to each exam. The exam also provides us with evidence to support applications for special consideration if a pupil is unable to sit the final exam for whatever reason.

The exam room is the one of absolute silence during all exams. The simple rule is that you must do nothing that disturbs or distracts other students. In these exams and the actual SQA exams, disruptive behaviour, which leads to your removal, means that you could forfeit the exam.

Mobile phones/smart watches must be switched off prior to entering the exam room. They should be placed in your bag once you have switched the device off.

All coats and bags should be left at the front of the exam room.

If you are prevented by illness or any other good reason from sitting the whole or part of an exam, this should be reported to Mr Luke as soon as possible.

Finally, good luck to you in your exams.