

Carrick Academy



S4-6 Preliminary Examinations

January 2023

S4-6 Preliminary Examinations 2023 - Guidelines for Pupils

Exam Leave - There will be no exam leave for pupils.

Registration

Registers will be taken at the start of each examination.

School Dress

You are expected to wear school uniform throughout the diet.

Examination Timetable

Each student will be issued with an Examination timetable. In addition, timetables will be displayed on various noticeboards throughout the school. Spare copies are available from the school office.

Seating Arrangements

The invigilators for a particular examination will allocate each student a specific seat. Please note that the seat allocation is likely to be different for each exam. **Please note that different examinations will be held in the same venues – pay attention to seating arrangements and also give due consideration for those candidates still sitting exams when you are instructed to leave.**

Conduct during Examinations

The same conditions as during the SQA exams will prevail:

- No talking by pupils is permitted
- Pupils are only allowed to carry into the exam - items which will not give any unfair advantage to them. If you are in any doubt, please ask the invigilator.

If a pupil breaches the conduct of an exam, the Invigilator is empowered to remove the pupil's paper and ask them to leave the examination. The parents of any pupil in breach of examination regulations will be informed and attendance at SQA examinations may be at risk. No students will be permitted to leave the examination room in the first 30 minutes or last 15 minutes of the allocated exam time.

Mobile Phones– note received from SQA

“Can I also take this opportunity to confirm current policy on mobile phones and calculators. In no circumstances can mobile phones or any other electrical communication devices be taken into examination rooms. Any candidate found in possession of such equipment will have their examination entry for the exam being sat cancelled. If this situation should arise, invigilators will notify SQA who will take the appropriate action, and also contact a member of the centre staff who will be asked to take receipt of mobiles. Please ensure that you advise candidates of this policy and take appropriate steps to ensure it is applied.”

A similar policy will apply concerning the use of calculators: candidates found in possession of an unauthorised calculator will have these removed and their award cancelled.

Absence during Preliminary Examinations

Any exam missed due to absence **must** be explained by a parental note.

Any clarification on these or any other points should be addressed to Mr McPike, Depute Head Teacher.

Emergency Evacuation – in the event of the Fire Bell sounding

Pupils should remain in the examination room, until instructed to leave by the invigilator. Pupils should leave the room and building, accompanied by the invigilator and assemble at a point away from the school population. The point of assembly will be the school garden. The invigilator will take the register. Pupils should not discuss the content of the examination paper. Any pupil discrepancies should be reported to DHT, Mr C McPike. When it is safe to return to the school buildings, pupils will return to the examination room accompanied by the invigilator.

Date	Subject	Level	Paper	Time	Notes	Venue
Wed 11 th Jan	German	N5	Paper 1 Paper 2	9-10.30am 10.50-11.20am		N8 N9
	German	H	Paper 1 Paper 2	9-11am 11.15-11.45am		N8
	Accounting	H	Question Paper	9-11.30am		Assembly Hall
	Art and Design	N5	Question Paper	1.45-2.30pm		Assembly Hall
	Art and Design	H	Question Paper	1.30-2.30pm		O28
Thurs 12 th Jan	English	N5	Paper 1 Paper 2	9-10am 10.15-11.45am		Assembly Hall and Small Gym
	French	H	Paper 1 Paper 2	9-11am 11.15-11.45am		N11
	Admin and IT	H	Question Paper	1.10-2.40pm		Assembly Hall
Fri 13 th Jan	Maths	H	Paper 1 Paper 2	9-10.15am 10.30-12pm		Assembly Hall
	Applications of Maths	N5	Paper 1 Paper 2	9-9.50am 10.05-11.45am		Small Gym
	RMPS	H	Paper 1 Paper 2	9-11.15am 11.30-12.15pm		O20
	RMPS	N5	Question Paper	9-11.20am		O20
	Graphics	N5	Question Paper	1.10-2.40pm		Assembly Hall

Date	Subject	Level	Paper	Time	Notes	Venue
Mon 16 th Jan	English	H	Paper 1 Paper 2	9-10.30am 10.45-12.15pm	Early Lunch 1.10pm	Assembly Hall
	Geography	N5	Question Paper	9-11.05am		O20
	Physics	N5	Question Paper	1.50-3.30pm		Assembly Hall
Tues 17 th Jan	Business Management	N5	Question Paper	9-11am	Early Lunch 1.10pm	Assembly Hall
	Business Management	H	Question Paper	9-11.45am		Assembly Hall
	Geography	H	Paper 1 Paper 2	9-10.50am 11.10-12pm		N11
	Chemistry	N5	Question Paper	1.50-3.30pm		Assembly Hall
Wed 18 th Jan	PE	H	Question Paper	9-11.30am		Assembly Hall
	Media	N5	Question Paper	9-11am		O20
	Music	N5	Question Paper	1.45-2.30pm		Assembly Hall
Thurs 19 th Jan	Modern Studies	N5	Question Paper	9-11.20am		O19
	Modern Studies	H	Paper 1 Paper 2	9-10.45am 11-12.15pm		Assembly Hall
	Music	H	Question Paper	1.40-2.40pm		N20
Fri 20 th Jan	Biology	H	Question Paper	9-11.10am		Assembly Hall
	Admin and IT	N5	Question Paper	1.10-2.40pm		N13 and N14

Date	Subject	Level	Paper	Time	Notes	Venue
Mon 23 rd Jan	Maths	N5	Paper 1 Paper 2	9-10am 10.15-11.45am	Early Lunch at 12.30pm	Assembly Hall
	Physics	H	Question Paper	1.10-3.30pm		Assembly Hall
Tues 24 th Jan	History	H	Paper 1 Paper 2	9-10.30am 10.50-12.20pm		N11
	History	N5	Question Paper	9-11.20am		Assembly Hall
Wed 25 th Jan	Graphics	H	Question Paper	9-11am		Assembly hall
Thurs 26 th Jan	Biology	N5	Question Paper	9-10.30am		Assembly Hall
	Media	H	Paper 1 Paper 2	9-10.45am 11-12pm		O20
Fri 27 th Jan	Chemistry	H	Question Paper	9-11.20am		Assembly Hall
	French	N5	Paper 1 Paper 2	9-10.30am 10.50 – 11.20am		O20
	Admin & IT Assignment	H	Assignment	12.45-2.30pm		N13

