

PC/JM

13 November 2009

Dear Parent/Guardian

S4 Prelim Examinations

I write to inform you of the arrangements for the S4 Prelims. These will be held in school during the period Wednesday 25 November to Friday 4 December (inclusive). The examination timetable is attached.

Please read and discuss the attached 'Instructions to Students' sheet with your son/daughter.

The time left up to the examinations should be used for revision and students should have planned their revision programme well in advance. Candidates are expected to provide all equipment and, if necessary, a calculator can be signed out from the library a few days **before** the examinations start.

Parents and candidates are asked to note:

- ✓ **FULL SCHOOL UNIFORM IS REQUIRED FOR SCHOOL SECURITY.**
- ✓ **Candidates should be punctual.**
- ✓ **Instructions from invigilators must be followed.**
- ✓ **Candidates are not allowed to leave the examination hall before the stated finishing time.**
- ✓ **All candidates must be in the correct seat number.**
- ✓ **Mobile phones should be switched off before entering an examination not left on 'silent'.**
- ✓ **Earpieces are not permitted.**

Good luck to all candidates.

Yours faithfully

Mr P Caddick
PT Curriculum/Pupil Support

S4 Prelim Examinations 25 November - 4 December 2009

Instructions To Students

1 **Timetable**

Ensure that you have **two** copies.

Highlight your exams on the timetable issued and **NOTE** them in your school diary.

2 **Attendance**

When pupils do not have an examination they are expected to study at home.

3 **Punctuality**

All examinations will start **PROMPTLY** at the stated times.

4 **Conduct**

The **RULE OF SILENCE** applies to all examinations from the moment you enter the examination room to the moment you leave.

No mobile 'phones.

5 **Materials for Examinations**

A **PEN** (Blue or Black) is required for examinations.

Students should bring at least 2 pens, 2 pencils, a ruler, a rubber and calculator when required.

6 **Corrections**

Corrections to answers should be made by scoring out the unwanted written work and re-writing the answer. Tippex should **NOT** be used for correction.