

DYCE ACADEMY – S4-6 ESTIMATE EXAMS – JANUARY-FEBRUARY 2020

INSTRUCTIONS TO PUPILS

Attached is the N5, Higher and AH timetables for the estimate exams being held at Dyce Academy. Some shared courses will have their exams at Bucksburn Academy. Please study the exam timetable carefully and note the following points:

- 1 The estimate exams extend from Thursday 30 January until Friday 14 February. **There will be no Study Leave for pupils during this time.**

Classes will run as normal during the exam period. If you have an exam you will come out of class to sit the exam. You will be allowed out of class 15 mins before the start of an exam in order to compose yourself, visit the toilet and make sure you have the necessary equipment. You must be at the exam room at least 5 mins before the start of the exam. At the end of the exam, you will return to normal classes within 15 minutes unless told otherwise by staff.

- 2 If there are any clashes of exams, arrangements have been made to cover this. See your class teacher and make sure that you are clear about any re-arranged exams.

If you have any queries about your exam timetable, you must see Mrs Jamieson as soon as possible. Those pupils with additional arrangements, eg extra time etc, will receive details from Mr MacDonald.

Bucksburn Academy will issue a separate timetable for their estimate exams which run from Monday 20 January until Friday 31 January. **Please note that the shuttle will run at normal times – it is your responsibility to get to Bucksburn on time for your exams.**

- 3 There is very little time to spare on most papers so **BE ON TIME** - eg if an exam starts at 9.00 am be at the exam room for 8.55 am at the latest. Exams will start promptly and you will not be allowed extra time. In addition, there may be more than one exam in the room and time will be required to seat you in the appropriate section.
- 4 During these exams SQA conditions will operate, so students must stay in the exam room for at least 30 minutes after the start of the exam. After this time you may leave the exam room quietly if you are quite sure you have finished the exam. Schoolbags, possessions, books, etc should be left in lockers. If this is not possible, they may be taken into the exam room and left at the back of the room. Do not leave books, possessions, etc lying unattended around the school.

Mobile phones, ipods, Smart Watches, etc must not be brought into the exam room. If you are found with one, your paper may be cancelled.

Make sure that you bring to the exam room all that you need in the way of equipment – pencils, pens, rulers, calculators, etc. There is no guarantee that you will be able to borrow any of these items. A stock of pens, pencils, etc will not be kept by the invigilators.

- 5 Where exams finish during class time for the rest of the school, you should leave the school quietly unless the canteen area is not being used for teaching. **When you are not involved in exams, remember that the rest of the school is working normally – classes in progress must not be disturbed.**
- 6 **Give your best effort in your estimate exams. Remember – failing your estimate exam could result in you not being presented for the SQA exam in May.**

Please **check** these times and arrangements **carefully** as every year someone arrives at the wrong time, in the wrong room or on the wrong day!

GOOD LUCK!

F Jamieson
Depute Head Teacher