

# Book Amnesty

Please bring back  
any books that  
belong to the  
school – no matter  
how long you have  
had them. No  
questions will be  
asked.  
Thank you.

## Exam Leave

S4/5/6 The last day in school is Friday 29<sup>th</sup>  
April 2016. The first exam is on Wednesday 4<sup>th</sup>  
May 2016

## Exam Dress Code

**Whenever you are in school the rules on  
uniform apply.**

School tie, black trousers or skirt, black  
shoes and white shirt.

No jogging trousers, tracksuit tops or  
hooded tops except 'Calderglen  
leavers' tops.

A games hall can be cold even in the  
summer so come appropriately  
dressed for working for long periods.

## Exam Notices

Seats and Rooms will be posted in the S5/6  
area windows (facing outwards).

Pupils should gather in the street at least 20  
minutes before the exam, ready to move  
through the main pupil entrance towards the  
exam hall.

**Entry to the exam area will only be through  
the far entrance at the end of the PE area  
nearest to the grass pitches.**

## Exam Preparation

Each candidate has a seat number and  
must sit in the allocated seat. Most **but  
not all** exams will be in the games hall.

Make sure that you know **where** you  
are sitting your exams and **when**.

Be seated 10 minutes early. Some  
exams start at 9am

Bring all the necessary equipment:  
calculators, pen, pencil, ruler, rubber,  
protractor.

## Inside the Exam Hall

SQA have banned all mobile phones  
and MP3 players. If you have a mobile  
phone in the exam hall your exam  
performance will be made void.  
You must do exactly as the Invigilator  
says.

## During an exam

No talking

No distractions of any sort. Causing  
disruption will mean losing your exam  
You may not leave until the Invigilator  
says so.

### **After the exam**

Do not wait about after an exam.  
Do not disturb other classes as you leave.  
Pupils should use the Street between exams.

### **Problem Solving**

If there are problems on the day of the exam:

Rule 1 – Don't panic.

Rule 2 – Speak to someone quickly.

### **If you are delayed for any reason**

Get someone else to contact the school 01355 588620 and make your way there.

As soon as you get to Caldergleng let someone know you have arrived. See Mr Brady the Chief Invigilator or Mrs Frazer.

### **If you are ill**

Phone the school immediately. 01355 588620  
We will record the fact and inform the Exam Board. Contact your doctor and arrange for a medical certificate.

If you feel unwell in the exam hall let the Chief Invigilator Mr Brady know immediately.

### **REMEMBER**

**Traffic on High Common Road means that you must leave earlier.**

Aim to be in the school at least 20 minutes before the start of the exam.

The exam board will not accept that the roads were busy.

### **Return to school for Senior Students**

Students return on Monday 6th June 2016.

Further information will be posted up on the exam window before that date.

All students wishing to enter S5 & S6 must return. Failure to attend will result in option choices being cancelled.

### **Leaving Information**

Students leaving after the exam period must collect an official leaver's form from their pupil support manager and let them know what you intend to do

If you expect to need a reference then please let you Pupil Support teacher know so that they can have all the information ready.

# Caldergleng High Senior School Leaflet



Exam Procedures

Exam Advice

Return Information

Leavers Advice