

Winchburgh Academy

S4 Assembly - Prelims

Respect, Kindness & Ambition



Prelim Timetable

Week 1 (beg. 01.12.25)

Day	AM	PM
Monday	English	
Tuesday	Business	Practical Cookery
Wednesday	Biology	Modern Studies
Thursday	Maths/Apps	Spanish
Friday	History	

Week 2 (beg. 08.12.25)

Day	AM	PM
Monday	Chemistry	Computing
Tuesday	Music	Music Tech
Wednesday	Physics	Art & Design
Thursday	Environmental Science	Graphics
Friday	PE	

You have received your personalised prelim timetable - keep it safe, take a photo of it on your phone.

There is a Prelim Noticeboard in the Atrium which will be updated a day in advance with exam information including your allocated seat number

Exam Procedures:

Ensure you are full prepared - stationery, and resources required for your exam.

Be outside your exam room at least 10 minutes before your exam start time. You won't be able to access the exam in the event of being late.

If your exam is taking place in the Auldathie Suite, you will place your bag, jacket, all personal belongings (including your mobile phone) in one of the open/available lockers which will be then be locked and re-opened after the exam finish time.

On the Prelim Noticeboard in the Atrium, check your seat number in advance as this will be the seat you must sit at.

A register will be taken before your exam begins.

In line with SQA regulations, exam desks are situated 1.25m apart. Talking or attempts to communicate in any way another student will result in removal from the exam and the paper being given a mark of 0/no award.

On the front page of your exam paper, add all the information required including your Scottish Candidate Number. Take you SCN card to each of your exams (distributed to you following this assembly).

Exam Procedures:

If you require to communicate with one of the exam invigilators/staff members, put your hand up and they will come to you.

In your preparation, ensure that you will not need to leave the room for any reason. Toilet breaks are not expected and in case of emergency you would be accompanied to ensure the credibility of your assessment.

No food or drink with the exception of water (clear water bottle).

Stay for the full duration of the exam - if you think you have finished, use the time to check your answers, add to them/ensure it is your best possible response.

Wear school uniform.

Absence

If you simply do not turn up to sit an exam, you will be given NO AWARD.

During prelims, if you are seriously ill on the day of an exam and are unable to come in, you must contact the school immediately.

During SQA exams, in addition to the above point, you must get an emergency appointment to see your doctor that day; bring a letter from your doctor confirming your illness to school (this must be done within two days of the exam you missed).

The letter must provide details - simply saying you were ill is not enough. When this has been received, the school will send your prelim papers away to the SQA. If this paperwork is not with the SQA within ten days of the exam you have missed, you will be given NO AWARD.

Other Points

Your prelim will be marked by your teacher in line with agreed national standards and likely to be cross marked/sampled by other teachers of that subject within the school and from out-with.

Your result will be communicated with you by your class teacher following the prelims - from Monday 15th December.

S4 Parents Evening is on Thursday 8th January, week we return to school following the holidays.

Exam room areas of the building will be closed off to all others as far as possible - this will all be communicated to all other year groups and staff this week during assemblies. This also applies to you if you are not involved in that specific prelim.

HWB Survey

Must be completed today.