**2025 Prelim Run: 17th March – 9th April**

Prelims begin at 18.00 sharp, so you must join at 17.40 to set up.

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| **Course** | **Prelim Date** | **Times** |
| English (N5, H, AH) | Mon 17th March | 18.00 – 21.30 |
| Psychology (N5, H) | Tues 18th March | 18.00 – 20.00 |
| N5 German | Wed 19th March | 18.00 – 20.30 |
| H German | Thurs 20th March | 18.00 – 21.00 |
| History (H, AH) | Mon 24th March | 18.00 – 21.30 |
| Mathematics (N5, H) | Tues 25th March | 18.00 – 21.15 |
| Sociology (N5, H) | Wed 26th March | 18.00 – 20.40 |
| N5 Apps of Maths | Thurs 27th March | 18.00 – 21.00 |
| H Modern Studies | Mon 31st March | 18.00 – 21.30 |
| H Philosophy (Paper 1) | Tues 1st April | 18.00 – 20.15 |
| H Politics | Wed 2nd April | 18.00 – 21.30 |
| H Business Man | Thurs 3rd April | 18.00 – 20.45 |
| H French | Mon 7th April | 18.00 – 21.00 |
| N5 French | Tues 8th April | 18.00 – 20.30 |
| H Philosophy (Paper 2) | Wed 9th April | 18.00 – 19.45 |

**Preparing for Prelims**

The attached document provides clear instructions on how to prepare for, set up and attempt a remote assessment. Please read it carefully.

**Remote Assessment**

Prelims and controlled assignments are attempted via Remote Assessment. This involves accessing the test paper(s) on the learning platform whilst being supervised on a Zoom call. You will therefore require two internet-enabled devices to sit a remote assessment.

**Advance Preparation**

You should approach the assessment as you would any exam. Choose a room that is quiet, comfortable and has good lighting. Make sure your workspace is fit for purpose and is clear of any clutter – especially books and other potential sources of information that may cause concern for the invigilator.

Advise housemates that you have an important exam and should not be disturbed for the duration. Ensure devices are fully charged and internet-connected. Turn off your phone or iPad notifications so you will not be disturbed during the sitting.

**How it Works**

You will need two internet-enabled devices to sit a remote assessment: a mobile device for connecting to the Zoom meeting, and a desktop device for accessing the question papers on the learning platform.

**Step 1**

You'll receive a link to the Zoom Meeting the day before the assessment. The meeting will open 30 minutes before the papers are released to set up rooms and brief invigilators. You should join this meeting 20 minutes before the start of your exam as you will need some time to get organised and settled.

**Step 2**

You will be assigned to a ‘breakout room’ (max 6 students) with an invigilator who will ask you first to authenticate your identity. Please ensure you have photo ID ready for this purpose. The invigilator will then ask you to do a 'room sweep' with your mobile device so they can check there are no prohibited items in the exam environment.

**Step 3**

You will then be asked to position the mobile device so that the invigilator can see your **hands, workspace and screen** while you sit the assessment, so make sure you have somewhere suitable to set this up. Invigilators must also be able to hear you during the exam so do not mute your mic.

**Step 4**

Use your desktop device (laptop or PC) to log into the learning platform and locate the question papers. These will be released at the start of the exam time (6pm) and removed at the end. Please note, you must not print off or save these papers as they are controlled documents.

**Step 5**

You will work through each paper for the duration of the assessment time. Unless you have an alternative arrangement in place which specifies use of ICT, you must handwrite your SQA exams. However, you may choose to type your answers during a remote assessment where this is possible.

**Step 6**

At the end of the exam time, you will upload your answers to the course page for marking. If you have handwritten your answers, you must first scan all work (see instructions below).

**Step 7**

Prior to leaving the Zoom meeting, the invigilator will ask you to close or delete any assessment papers. Do not leave the Zoom session until instructed to do so.

**Camera Set-Up**

The following link provides a visual of the typical set-up for sitting a remote assessment. Please note, this screen shot was taken during a break so there are no students visible.

[REMOTE ASSESSMENT SET UP.PNG](https://1drv.ms/i/c/5dddd0a638259c36/EQYZY6MvJpNHsxByL7GRbqIB5W3ZSV2F1nMudTZmonRG3g?e=enC4Ci)

**Scanning Your Answers**

**How to scan documents using an iPhone, iPad, or iPod touch**

1. Open **Notes** and select a note or create a new one.
2. Tap the **Camera** button, then tap **Scan Documents**.
3. Place your document in view of the camera.
4. If your device is in Auto mode, your document will automatically scan.
5. Tap **Save** or add additional scans to the document before saving.
6. If you have the Moodle app on your phone, you can then upload the scanned document directly from your notes. If not, email it to yourself by clicking on the **Share** icon and choosing **Mail**.

**How to scan documents using an Android phone**

1. Open the **Google Drive** app.
2. In the bottom right, tap **Add**.
3. Tap **Scan**.
4. Take a photo of the document you'd like to scan. Adjust scan area: Tap **Crop**. Take photo again: Tap **Re-scan current page**. Scan another page: Tap **Add**.
5. To save the finished document, tap **Done**.
6. If you have the Moodle app on your phone, you can upload the scanned document directly from your Google Drive. If not, email it to yourself then open and save it to your desktop device.

**Important Update: File Size**

PDF files tend to be much smaller than photos, so this is why we ask you to scan rather than photograph your work. However, in recent remote assessments, some people have found their scanned files are too big to upload. The maximum file size allowed on the learning platform is 16MB. If your scanned files are likely to be larger than this, you may need to use an App such as iLovePDFs to compress the file before uploading.

I STRONGLY advise you practise scanning documents with your mobile phone before the assessment to ensure your work can be received.