

SQA Exams 2024

Monday 22nd April - Wednesday 29th May



When should I attend school during the exams?

- ▶ Study leave begins on Monday 22nd of April. You should attend school in good time for the start of your timetabled exams (and in full school uniform). Pupils return to school on Monday the 3rd of June to begin their new timetables.
- ▶ You may attend any masterclasses that are relevant to your subjects. You may also attend the library to study during study leave. You must come in school uniform and sign in and out at the main office.
- ▶ Some exams start before the start of the school day and some finish after the end of the usual school day. Exam times are set by the SQA.
- ▶ There will be a 'Brain Breakfast' available for exams during the morning. Water and snacks will be available in the senior dining area, free of charge, for whoever requires them.
- ▶ If you think that you may have transport issues due to the timing of any of your exams then please see Mr Hodge.

Your Exam Timetable

- ▶ Every S4-6 pupil who is sitting exams will have been issued an individualised timetable.
- ▶ You must check the following information is correct on your timetable:
 - Name
 - Address (if this is incorrect then this may delay your results)
 - Date of Birth
 - Scottish Candidate Number
 - Subjects and Levels
 - Seat numbers are present
- ▶ If you think any of the above is incorrect then you must see Mr Hodge.

Where and when will my exams take place?

- ▶ You should have already collected a personalised exam timetable. This tells you when all of your assessments take place.
- ▶ The majority of the assessments will take place in the **large Games Hall**, some might take place in a classroom - your individual timetable will tell you exactly where your exam will be held.
- ▶ If you receive exam concessions (eg. extra time, ICT etc. your assessments will normally take place in Flexible Zone 3 (C26) or the ICT room (C06). This again will be on your individual timetable. See Mr Hodge if incorrect.
- ▶ Your timetable also contains your individual seat number. You must sit in this seat. Make sure you know the seat number before you enter the exam hall - this will be used to register you.

On The Day of your Exam

- ▶ Make sure you have had a good night sleep and have had a good breakfast / lunch.
- ▶ Make sure you have all the correct equipment (pencils, pens, calculator etc.) and that you are in full uniform.
- ▶ Know your candidate and **seat number** - these will also be displayed in the following areas:
 - ▶ Senior Dining Area
 - ▶ The Street
 - ▶ Outside the Games Hall / Exam Rooms
- ▶ Be at the exam hall **15 minutes** before the start of the exam.

If You Have Exam Concessions

- ▶ Make sure you know exactly what concessions you are entitled to.
- ▶ Your exams will normally take place in room C26 or C06, it will say on your personal exam timetable.
- ▶ If you have single accommodation or need the use of a scribe you should be at the waiting area in front of the school office 15 minutes before your exam is due to start. Someone will collect you from here and take you to your exam room.
- ▶ Any questions or issues then see Mr Hodge

What Happens if you are Late, Ill or injured?

- ▶ If you are late you **MUST** report to the office who will contact Mr Hodge. Depending on the exam you may be able to enter the exam. Mr Hodge will advise you of this and take you to the exam room.
- ▶ If you injure yourself and cannot write in the exam you **MUST** contact Mr Hodge as soon as possible after the injury occurs to allow alternative arrangements to be put in place.

If you think anything is incorrect with your exam timetable then you should speak to Mr Hodge at the end of the assembly.

A large, stylized logo featuring a white 'X' with a purple swoosh above it, followed by the letters 'SQA' in a white serif font.

X SQA

A smaller version of the X SQA logo, with the 'X' and 'SQA' in blue and a purple swoosh above the 'X'.

X SQA

Your Exams 2024

What you need to know



Mr Dykes
Chief Invigilator
Mr Scott
Depute Chief Invigilator



Arriving for your Exam

- You should be outside the exam room at least 15 minutes before the official start time
- You may not be the only exam on in the room, so please enter or leave as quietly as possible

Arriving for your Exam

- You will be admitted to the exam room 5 to 10 minutes before the start time to allow you to find your seat and put your bag UNDER your seat or desk, NOT in the passageway
- Once everyone is seated the invigilators will complete the registers and you will have time to fill in your details on the front of your answer booklet.

Check that it is the correct paper you are sitting



FOR OFFICIAL USE

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National Qualifications

Mark

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X856/76/01

Physical Education Answer Booklet



* X 8 5 6 7 6 0 1 *

Fill in these boxes and read what is printed below.

Full name of centre

Town

--

--

Forename(s)

Surname

Number of seat

--

--

--

Date of birth

Day

Month

Year

Scottish candidate number

--

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Write your answers clearly in this answer booklet. You must clearly identify in the margin the question number you are attempting.

Use blue or black ink.

Before leaving the examination room you must give this booklet to the invigilator; if you do not you may lose all the marks for this paper.



School Name
Kilmarnock Academy

Your Name

YOUR Date of Birth
NOT today's date
or a mixture of both

Kilmarnock

Your Seat Number

Your SCN number, if you DO NOT know it, ask the invigilator



PROHIBITED ITEMS



- You should **NOT** have any **prohibited** items on your person during an exam.
- You should **NOT** access your bag during the exam (make sure you have everything for the exam prior to starting)

Writing your answers

- You **MUST** use a pen with black or blue ink
 - Ask if you don't have one or it runs out
- **Do NOT** use gel pens or pencils
- **Do NOT** use correction fluid/tape
- It is very important to write neatly and clearly
- **Cross out** any rough work or unwanted answers if you make more than one attempt at a question

- You may only bring a calculator into the exam room if calculators are allowed in the exam you are sitting.
- Dictionaries are allowed only in specified subjects, e.g. Modern Languages

Invigilators

Invigilators are the people who supervise the exams and make sure that they take place according to the rules and that the rules are applied fairly.

You MUST follow any instruction given by an invigilator

If anything unexpected happens during an exam, such as feeling unwell, you should notify the invigilator immediately



Your Conduct

- **Improper conduct and actions that cause a disturbance during an exam are considered malpractice**
- **Penalties for malpractice could mean losing marks or having your exam entry cancelled**

Your conduct

Examples of malpractice by candidates include:

- Having any prohibited item with you at your seat in the exam room
- Pretending to be someone else, or getting someone else to attempt to sit an exam for you
- Disruptive behavior in the exam room

Your conduct

- **Using rude, abusive, offensive or discriminatory language or images in your answer booklet**
- **Copying from another candidate**
- **Collusion – working with other candidates on an individual task which must be your own work**
- **Plagiarism – failing to acknowledge sources properly and/or submitting someone else's work as if it were your own.**

Question papers and answer booklets

- **Read the instructions on the front of your question paper and make sure you follow them carefully**
- **If you need extra paper, raise your hand and ask the invigilator**
- **Complete your details on the front of the answer booklet LEGIBLY**

Question papers and answer booklets

- Write your name, Scottish Candidate Number and school name on each extra sheet of paper you use and put the sheets inside your answer booklet.
- Work through the question paper till you see the words **END OF QUESTION PAPER**

Question papers and answer booklets

- Pages in a question paper that don't have any questions or instructions will say **BLANK PAGE** on them.
- No page should be completely blank. If you find a page which is completely blank, tell the invigilator

- If you are using a PC to fill in your answer booklet, please ensure that you save and print off (the invigilator will bring it to you) and check the document before leaving the exam room
- Toilet breaks are an exception, you should have been before the exam start, if you do need to go, it will be one at a time and you will use the nearest toilet, NOT your normal one.

Leaving the exam room

- You **MUST** remain in the exam room until the end of the exam. This decision has been taken to ensure that the majority of candidates are not disturbed during the course of the exam.
- You **MUST** leave your answer booklet, question paper and any data booklets on your desk for collection by the invigilator

GOOD
LUCK!