

- » What you need to know
- » What you need to do
- » What happens next



DON'T WAIT FOR YOUR EXAM RESULTS

Register now to get your exam results first thing on 7th August by text or email, at home or on holiday.

> SAM is here to help on Facebook, the Student Room or Twitter.

www.mysqa.info





It's coming up to exam time again. This booklet tells you what to expect and what to do, and tells you how you will receive your results and your certificate.

If you've taken SQA exams before, you'll know what to expect, but if this is your first time, don't worry, stay calm, and do your best. The exams are held to find out how well you've learned the subjects you've been studying, and how well you can apply the knowledge and skills you've gathered.

Be as well prepared for each exam as you can be. If you do your best before and during the exams, no-one can ask more of you.

Good luck!



PREPARING PREPARING FOR YOUR

TIMETABLE

The official exam timetable for 2012 was issued to schools and colleges last year. There is a summary version at the back of this booklet.

You can find the full timetable in the Services for Learners section of SQA's website: **www.sqa.org.uk.**

On the website, you can print out a personal timetable for the subjects you are taking.

Please Note: Schools and colleges are allowed to change the start time of the exam slightly, so you should double-check the times of your examinations with your teachers or lecturers. Make sure you know which exams you're sitting, where they're going to be held, and when they will start. You should be ready to enter the exam room at least 10 minutes before the time the exam is due to start.

EQUIPMENT

You will need to make sure that you know what equipment you need to bring with you (pens, pencils, calculator, and so on). Your teacher or lecturer will be able to advise you. You must not share any of your equipment with anyone else or use the equipment of any other candidate during the exam. There is a table at the back of this booklet for you to keep a note of your own exam details and what you'll need to bring with you. If you are taking any exams which involve multiple choice questions (an 'Objective Test' — these are usually in science subjects and Maths) you will need an **HB pencil** to write your answers. (It has to be an **HB pencil** so that we can scan your paper.) You will also need an eraser so you can change your answers.

YOUR SCOTTISH CANDIDATE NUMBER

Your Scottish Candidate Number (SCN) is your personal lifetime SQA identification number. Our computerised systems use your SCN to record your marks and grades, and to trace your previous qualifications so that your certificate is up-to-date and comprehensive.

You must enter your SCN neatly and legibly on your exam answer booklets, so it is important that you know it. The teacher or lecturer in charge of SQA exams in your centre will be able to tell you your SCN.

SQA provides every school and college with a supply of SCN cards. Use this card to note your SCN. You are allowed to take this card into the exam room but you must not write anything else on it. Make sure that you know your SCN and use it correctly (or have your SCN card to remind you).

YOUR NAME AND DETAILS

Make sure that your school or college holds the correct personal details for you including your SCN. (If you have a MySQA account, you can check your personal details there.) Make sure that they have your name as you want it shown on your Scottish Qualifications Certificate (SQC), and the address you want your results to be sent to.

If you change your permanent address at any time before you receive your certificate, make sure that you tell your school or college immediately. If you change your name in any way, ask your school or college to send us the revised details.

COURSEWORK (investigations, projects, folios, etc)

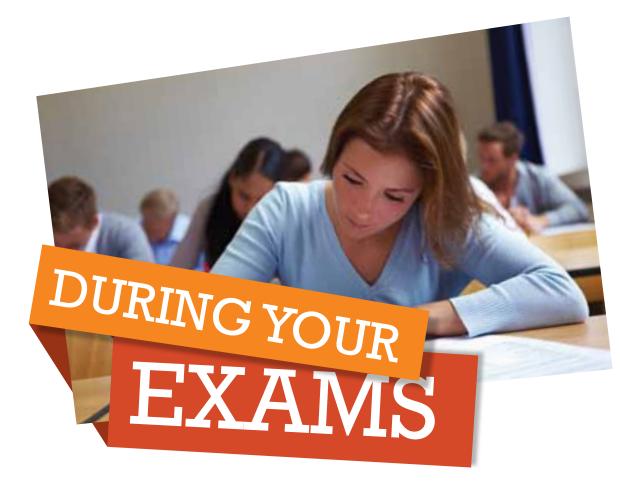
In some subjects it is a requirement to take a speaking or practical test or to submit coursework. Your teacher/lecturer should advise you. The coursework you submit for assessment must be your own. In October 2011 your school or college should have given you a leaflet called **Your Coursework** which explains what you have to do. Before you submit any of your coursework, you need to make sure that you have read and understood that leaflet and, where asked for, you have signed the cover page (flyleaf) to identify your work as your own.

If there is anything you are unsure about or do not understand, it is very important that you ask your teacher or lecturer.

ART AND DESIGN PRACTICAL EXAMS

Your Art teacher will tell you when these are going to be held in your school or college. You should add these details to the table at the back of this booklet.





INVIGILATORS

The people responsible for supervising the exams on SQA's behalf are called 'Invigilators'. The Invigilator's job is to stay in the exam room to make sure that the exam goes ahead according to the rules and that the rules are applied fairly. You must follow any instructions you are given by the Invigilator.

The Invigilator will also get help for you if you feel unwell or upset.

DESKS

In most schools or colleges, you will be allocated a desk or seat number for each exam. Your teacher or lecturer should tell you this. Make sure you know your desk/seat number before the exam. If you are taking any exams which require you to use an objective test answer sheet it is particularly important that you sit at your allocated desk. This is because you will be provided with your own personalised answer sheet. This has your name, SCN and centre details already printed on it. Before the start of the exam the Invigilator will ask you to check that all details are correct and that the question paper and objective test answer sheet are for the correct subject and level. If anything is not what you expect, please tell the Invigilator.

IF YOU ARE LATE

If you're late for an exam, you must report to the teacher or lecturer in charge of SQA exams, who will decide whether or not you may sit the exam. Whether you are allowed to sit the exam or not, the reasons for your lateness will be reported to SQA and may be taken into consideration.

IN THE EXAM ROOM

Things you must not have in your possession during the exam:

- » mobile phone/WAP enabled phone
- » music/MP3 player
- » calculator except in specified subjects
- » dictionary except in specified subjects
- » cases calculator or pencil, etc
- » books, notes, sketches, paper of any kind, or any other prohibited item

When specific/authorised items are needed for use in exams, you must make sure they meet SQA regulations. If they are electronic items, you must make sure that there is no access to inadmissible data or any additional functionality. Your teacher/lecturer can advise you about this.

If you plan to use your own dictionary in the Reading and Writing papers of the Modern Languages exams, your teacher or lecturer will be able to tell you how to have it checked before the exam.

QUESTION PAPERS

Unless your school or college has requested another colour (as part of an Assessment Arrangement) your question papers will all be printed on white paper this year.

Check that the exam paper given to you is the right one. If it is not the paper you expected, please tell the Invigilator.

Read the instructions on the front of each question paper, and make sure you follow them carefully.

You should complete your details neatly and legibly on the front of the exam paper or booklet.

If you need extra paper, ask the Invigilator. Remember to put your name, SCN and school or college name on any extra paper before it is collected in by the Invigilator. Put any extra sheets inside your answer book.





Pencil case/ calculator case



Digital audio device, eg MP3 player



Calculator — except in specified subjects

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Book, notes, sketches or paper



Dictionary — except in specified subjects

BLANK PAGES IN THE QUESTION PAPER

Pages in the question paper which do not contain questions or instructions will have the words **BLANK PAGE** printed in bold in the centre of the page.

No page should be completely blank. If you find a page which is completely blank, please bring this to the attention of the Invigilator.

Make sure you work through the question paper until you see the words **END OF QUESTION PAPER**. There will be no more questions which you need to read/answer after this statement.

In some papers, additional graph paper may be printed for you to use if you need. Any information after the **END OF QUESTION PAPER** statement is to do with acknowledgement of copyright of any text extracts or graphics which have been used in the question paper. You don't need to read these.

WRITING YOUR ANSWERS

Use a black or dark blue pen, and write legibly and neatly. Only use a pencil for objective test answer sheets, diagrams, graphs and rough work. In some subjects you may lose marks for untidy or illegible writing, and for errors in spelling and punctuation. If you have any concerns about this, you should speak to your teacher or lecturer.

You must not use text language or any rude, abusive, offensive, discriminatory or frivolous language or images in any of your answers.

When writing on unruled paper, try to leave a space of about a centimetre between lines.

DATA BOOKLETS



You will be given booklets of tables or data when these are part of the exam. Some exams will have additional data sheets inserted in the front of the question paper booklet. You must not mark the data sheets or booklets in any way or take them from the exam room.

ROUGH WORK



All rough work must be done in the answer book supplied.

If you have made several attempts to answer a question, please cross out all unwanted answers and rough work belonging to these attempts when you have finished.



If you have done as much of a paper as you can, the Invigilator may allow you to leave after half an hour (where the exam is timetabled for more than an hour) or after 20 minutes (if the exam is of one hour's duration or less). You need the Invigilator's permission to leave an exam early.

Before leaving, you must give your answer book and question paper to the Invigilator, whatever it contains — otherwise, you may lose all the marks for the paper concerned.



If you are prevented from sitting the exam or part of it by illness or any other good reason, you should report this to your school or college as soon as possible. A medical certificate covering the day of the exam should be given to your school or college on the day of your absence or the following day.

If you become ill during an exam, and your school or college is able to confirm this, you will not need to provide a medical certificate.

CONDUCT

IMPROPER CONDUCT

All improper conduct and actions that cause a disturbance during the exam will be reported to SQA and investigated. You may be issued with a warning, lose your right to an assessment appeal, lose marks, have your exam entry in the subject concerned cancelled or, in extreme circumstances, have all your exam entries cancelled.

EXAMPLES OF IMPROPER CONDUCT ARE:

- possessing prohibited items in the exam room (including notes, digital audio devices, mobile telephones, etc)
 - using a calculator in a non-calculator paper
 - using a calculator with inadmissible facilities, eg a computer algebra system (CAS), with capacity to store data or text
 - » pretending to be someone else in the assessment/having someone else attempt to sit the assessment for you

» disruptive behaviour in the exam room

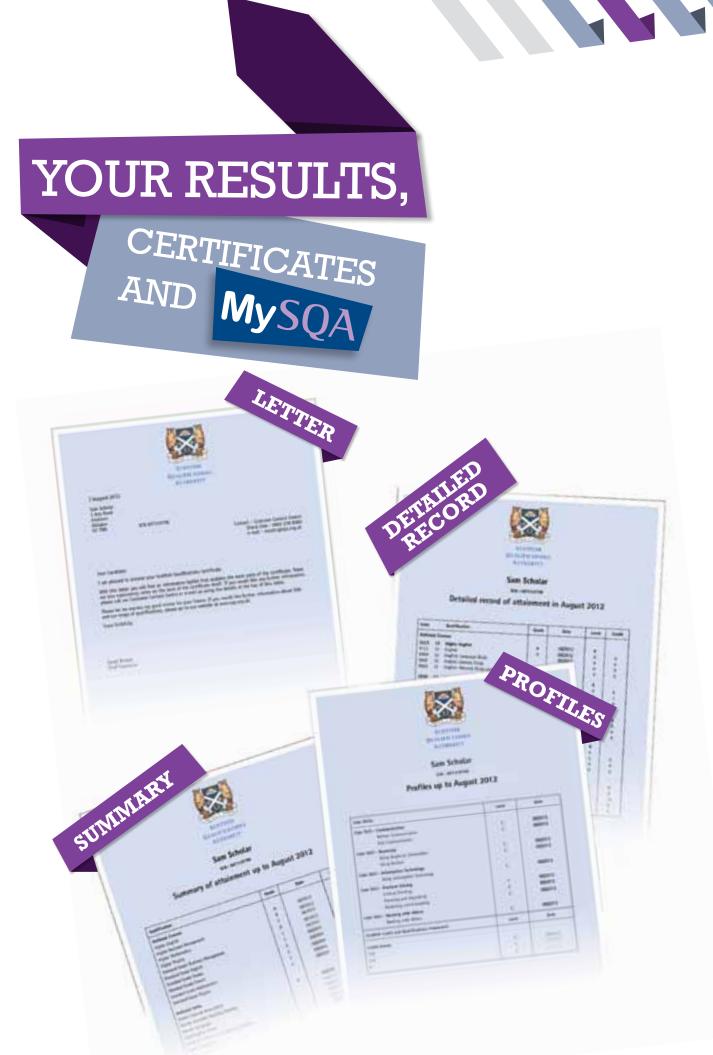
- using offensive or frivolous language in your answer books or coursework, eg vulgarity, swearing, discrimination (including sexist, racist, homophobic content)
- » copying from another candidate
- » collusion working with other candidates on an individual task
- » plagiarism failure to acknowledge sources properly and/or submitting another person's work as if it were your own

OWNERSHIP AND COPYRIGHT OF EXAM MATERIAL

When you submit exam materials to SQA, or permit your school or college to submit them on your behalf, you are agreeing to it becoming the physical and intellectual property and copyright of SQA.

Exam materials are: answer booklets and/or coursework and/or alternative evidence, submitted to SQA for assessment.

SQA will be able to use these materials for purposes such as teaching and exemplification material. SQA will not disclose your name or Scottish Candidate Number, or any identifying details.



RESULTS

You will receive your Scottish Qualifications Certificate (SQC) by first-class mail on **TUESDAY 7 AUGUST.**

If you change your permanent home address, tell your school or college immediately. This will ensure that your SQC is delivered directly to your home, and avoids confusion or delays.

If you are going on to university or college, we will send your results to the Universities and Colleges Admissions Service (UCAS) electronically.

If you are returning for the new school session, we will send results information to your school or college so that there is plenty of time for teachers to plan next year's timetables and give you career and course guidance.

If your SQC does not arrive on **TUESDAY 7 AUGUST** please contact your school or college immediately. The school or college will be able to confirm your results and liaise with us to find out what has happened to your SQC.

SUPPORT FOR YOU AT RESULTS TIME

If you don't understand your certificate, or if you think something is missing or wrong, contact your school or college immediately and ask for help. If there is a problem, your school or college will contact us to sort it out.

A telephone advice line will also be available from Tuesday 7 August — Friday 10 August. You can ring this for advice on the content and layout of your certificate. The advice line number is in the information leaflet issued with vour certificate.

WHY WAIT TO RECEIVE YOUR RESULTS? is the web service that offers you secure and unique access to your results. and unique access to your results.

Don't wait for your results envelope to drop through the mail box. If you sign up by Thursday 12 July, and then activate your account by Friday 20 July, you can choose to have your results sent by e-mail or text on TUESDAY 7 AUGUST. Register, and you'll get your results no matter what. Even if you're away from home, you won't have to get someone else to open the results for you. And you won't have to wait. Find out how to activate your account at www.mysqa.info.



APPEALS

This part of the booklet gives you general information about SQA's appeals system. If you need more detailed information, please ask the person in your school or college who is responsible for SQA exams.

We will let your school or college know about the appeals submission and result dates nearer the time. These will also be posted on our website at **www.sqa.org.uk/appeals**.

HOW APPEALS ARE MADE

Before you sit your exam, your school or college will have sent us an estimate of how they think you will perform. This estimate will be based on their assessment of work you have completed throughout the Course. If you do not achieve the result your school or college expected, an appeal can be submitted on your behalf — but only if:

- » you have attempted all parts of the assessment
- your school or college has convincing evidence to support their estimate (which they will send to SQA)

You cannot make an appeal directly, and neither can your parents or other representatives. Appeals can only be made by the school or college that entered you for the exam.

HOW SQA DEALS WITH APPEALS

The additional evidence submitted by your school or college will be looked at by teams of subject experts. They will consider if the evidence is appropriate and was produced under required conditions. This will give them a detailed picture of your performance during the Course. They will also look at your original exam responses again, where necessary. They will then be in a position to make a final judgement on the grade you have achieved.

APPEALS RESULTS



Higher and Advanced Higher appeals are considered first, usually in September. Appeals for Intermediate 1, Intermediate 2 and Standard Grade are usually considered in October. Your school or college will be advised of the result of your appeal and they will pass this information to you.

If your appeal has been unsuccessful, we will provide information to your school or college to explain why.

If your appeal is successful, we will issue a replacement certificate to you at the end of November.



SUMMARY TIMETABLE 2012

STANDARD GRADE

Course	Date(s)	Course	Date(s)	
Accounting and Finance	Tuesday 29 May	German	Tuesday 22 May	
Administration	Friday 4 May	Graphic Communication	Tuesday 15 May	
Art and Design (Practical Test)*	To be arranged by Centre	History	Friday 25 May	
Biology	Wednesday 23 May	Home Economics	Thursday 3 May	
Business Management	Wednesday 30 May	Italian	Friday 4 May	
Chemistry	Monday 14 May	Latin	Friday 27 April	
Classical Studies	Wednesday 25 April	Mathematics	Wednesday 2 May	
Computing Studies	Wednesday 25 April	Modern Studies	Friday 11 May	
Craft and Design	Thursday 17 May	Music	Wednesday 9 May	
Drama	Friday 18 May Physical Education		Friday 27 April	
Economics	Wednesday 25 April	Physics	Monday 30 April	
English	Thursday 26 April	Religious Studies	Tuesday 29 May	
English — Alternative Communication	Thursday 26 April	Science	Monday 30 April	
French	Thursday 10 May Social and Vocational Skills		Thursday 31 May	
Gaelic (Learners)	Tuesday 1 May	Spanish	Tuesday 1 May	
Gaelic (Learners) (Optional) (Writing)	Tuesday 1 May	Technological Studies	Friday 4 May	
Gàidhlig	Friday 11 May	Urdu	Wednesday 9 May	
Geography	Tuesday 8 May			

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Key to Symbols

*Standard Grade

This examination may take place at the centre's discretion on the most convenient date in the period Monday 16 April until Friday 27 April inclusive. TIME TABLE BUILDER Create your own exam timetable using our online and mobile personal timetable builders. You can view your exam schedule at a glance, add notes to exam entries, e-mail the timetable to yourself or a friend, and even integrate it into other calendars using iCal. To find out more please go to www.sqa.org.uk/timetable.





MyStudyPlan — win an iPod Touch Create your own study plan on iPod Touch or iPhone with our MyStudyPlan application. This great service lets you import your exam schedule and use it to generate your study plan. To find out more about MyStudyPlan and for your chance to win an iPod Touch, please go to:www.sqa.org.uk/studyplan.



INTERMEDIATE 1

Course	Date(s)	Course	Date(s)	
Accounting	Friday 11 May	Graphic Communication	Friday 18 May	
Administration	Friday 4 May	History	Friday 25 May	
Biology	Wednesday 23 May	Italian	Friday 25 May	
Business Management	Wednesday 30 May	Latin	Monday 28 May	
Cantonese	Tuesday 29 May	Managing Environmental Resources	Thursday 7 June	
Care	Wednesday 6 June	Mandarin Simplified	Tuesday 29 May	
Chemistry	Monday 14 May	Mandarin Traditional	Tuesday 29 May	
Classical Greek	Friday 25 May	Mathematics	Monday 21 May	
Classical Studies	Thursday 31 May	Media Studies	Friday 18 May	
Computing Studies	Thursday 31 May	Modern Studies	Friday 11 May	
Drama	Friday 18 May	Music	Thursday 3 May	
English	Wednesday 16 May	Physical Education	Tuesday 29 May	
French	Thursday 24 May	Physics	Monday 28 May	
Gaelic (Learners)	Tuesday 15 May	Psychology	Thursday 7 June	
Gàidhlig	Friday 25 May	Religious, Moral and Philosophical Studies	Tuesday 29 May	
Geography	Tuesday 8 May	Russian	Friday 1 June	
Geology	Thursday 3 May	Spanish	Friday 1 June	
German	Tuesday 22 May	Travel and Tourism	Wednesday 30 May	

INTERMEDIATE 2

Course	Date(s)	Course	Date(s)	
Accounting	Friday 11 May Home Economics:		Thursday 2 Mars	
Administration	Friday 4 May Health and Food Technology		Thursday 3 May	
Art and Design	Friday 1 June Home Economics:			
Biology	Wednesday 23 May	Lifestyle and Consumer Technology	Thursday 3 May	
Biotechnology	Thursday 24 May	Hospitality: Professional Cookery	Thursday 7 June	
Business Management	Wednesday 30 May	Information Systems	Thursday 3 May	
Cantonese	Tuesday 29 May	Italian	Friday 25 May	
Care	Wednesday 6 June	Latin	Monday 28 May	
Chemistry	Monday 14 May	Managing Environmental Resources	Thursday 7 June	
Classical Greek	Friday 25 May	Mandarin Simplified	Tuesday 29 May	
Classical Studies	Thursday 31 May	Mandarin Traditional	Tuesday 29 May	
Computing	Thursday 31 May	Mathematics	Monday 21 May	
Drama	Friday 18 May	Media Studies	Friday 18 May	
Economics	Thursday 10 May	Modern Studies	Friday 11 May	
Electronic and Electrical Fundamentals	Wednesday 6 June Music		Thursday 3 May	
English	Wednesday 16 May Philosophy		Tuesday 8 May	
English for Speakers of Other Languages	Monday 28 May Physical Education		Tuesday 29 May	
French	Thursday 24 May	Thursday 24 May Physics		
Gaelic (Learners)	Tuesday 15 May	Product Design	Thursday 24 May	
Gàidhlig	Friday 25 May	Psychology	Thursday 7 June	
Geography	Tuesday 8 May	Religious, Moral and Philosophical Studies	Tuesday 29 May	
Geology	Thursday 3 May Russian		Friday 1 June	
German	Tuesday 22 May Sociology		Friday 8 June	
Graphic Communication	Friday 18 May Spanish		Friday 1 June	
History	Friday 25 May	Technological Studies	Friday 18 May	
Home Economics: Fashion and Textile Technology	Thursday 3 May	Travel and Tourism	Wednesday 30 May	

SUMMARY TIMETABLE

HIGHER

Course	Date(s)	Course	Date(s)
Accounting	Friday 11 May		
Administration	Tuesday 22 May	Health and Food Technology	Thursday 3 May
Architectural Technology	Wednesday 6 June	Home Economics:	
Art and Design	Friday 1 June Lifestyle and Consumer Technology		Thursday 3 May
Biology	Wednesday 23 May	Hospitality: Professional Cookery	Thursday 7 June
Biology (Revised)	Wednesday 23 May	Human Biology	Wednesday 23 May
Biotechnology	Thursday 24 May	Human Biology (Revised)	Wednesday 23 May
Building Construction	Thursday 7 June	Information Systems	Thursday 3 May
Business Management	Wednesday 30 May	Italian	Friday 25 May
Cantonese	Tuesday 29 May	Latin	Monday 28 May
Care	Wednesday 6 June	Managing Environmental Resources	Thursday 7 June
Chemistry	Monday 14 May	Mandarin Simplified	Tuesday 29 May
Classical Greek	Friday 25 May	Mandarin Traditional	Tuesday 29 May
Classical Studies	Thursday 31 May	Mathematics	Monday 21 May
Computing	Thursday 31 May	Mechatronics	Wednesday 6 June
Drama	Friday 18 May	Media Studies	Friday 18 May
Early Education and Childcare	Friday 8 June	Modern Studies	Friday 11 May
Economics			Wednesday 9 May
English	Thursday 17 May	Thursday 17 May Philosophy -	
English for Speakers of Other Languages	Monday 28 May	Physical Education	Tuesday 29 May
Fabrication and Welding Engineering	Wednesday 6 June	day 6 June Physics	
French	Thursday 24 May	Physics (Revised)	Monday 28 May
Gaelic (Learners)	Tuesday 15 May	Politics	Wednesday 6 June
Gàidhlig	Friday 25 May	Product Design	Thursday 24 May
Geography	Tuesday 8 May	Psychology	Thursday 7 June
Geology	Thursday 3 May Religious, Moral and Philosophical Studies		Tuesday 29 May
German	Tuesday 22 May Russian		Friday 1 June
Graphic Communication	Friday 18 May Sociology		Friday 8 June
History	Friday 25 May	iday 25 May Spanish	
Home Economics:	Thursday 2 Mar	Technological Studies	Friday 18 May
Fashion and Textile Technology	Thursday 3 May	Travel and Tourism	Wednesday 30 May
		Urdu	Wednesday 9 May

SUMMARY TIMETABLE

ADVANCED HIGHER

Course	Date(s)	Course	Date(s)	
Accounting	Friday 11 May	Graphic Communication	Friday 18 May	
Applied Mathematics	Friday 25 May	History	Friday 25 May	
Biology	Wednesday 23 May	Home Economics:		
Business Management	Wednesday 30 May	Health and Food Technology	Thursday 3 May	
Cantonese	Tuesday 29 May	Information Systems	Thursday 3 May	
Chemistry	Monday 14 May	Italian	Friday 25 May	
Classical Greek	Friday 25 May	Latin	Monday 28 May	
Classical Studies	Thursday 31 May	hursday 31 May Mandarin Simplified 7		
Computing	Thursday 31 May	Thursday 31 May Mandarin Traditional		
Drama	Friday 18 May	y 18 May Mathematics		
Economics	Thursday 10 May	Modern Studies	Friday 11 May	
English	Thursday 17 May	Music	Wednesday 9 May	
French	Thursday 24 May	Physics	Monday 28 May	
Gaelic (Learners)	Tuesday 15 May	Product Design	Thursday 24 May	
Gàidhlig	Friday 25 May	Religious, Moral and Philosophical Studies	Tuesday 29 May	
Geography	Tuesday 8 May	Spanish	Friday 1 June	
German	Tuesday 22 May	Technological Studies	Friday 18 May	

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MY EXAM TIMETABLE

N			Cen	Centre Name:			
ject	level	date	start time	finish time	where?	desk/ seat no.	what do I need to bring?
English	Int I	16 May	9 AM	IO AM	Room 12	7	Pens

Notes

* The first row is just an example.

 * Ask your teacher or lecturer for a note of your SCN.

* You will be asked to give this information on your exam answer books.

* Reminder: You will need an HB pencil and eraser for objective tests.



Brigh

Want to keep a cool head about you during exams? It's a no-brainer! Using **Official SQA Past Papers from Bright** Red Publishing is the best way to prepare, because:

- » You will meet the actual questions encountered by candidates in recent years, so that you feel completely prepared and confident on the day of
- » The accompanying answers are fully approved by SQA's senior examiners in each subject, so you can be sure you're practising to the required level.

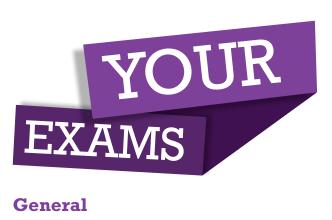
» There are over 75 different Past Paper titles to support your revision, from

Standard Grade through to Advanced Higher.

Official SQA Past Papers are available now from all good bookshops, from www.brightredpublishing.co.uk, or through your school or college. And for even more targeted exam preparation, check out Bright Red Results books for Standard Grade, and the Bright Red Revision series for Higher and Advanced Higher levels! Visit www.brightredpublishing.co.uk to find out

more, and register for news on titles coming soon.







General

- arrive in good time about 10 minutes before the exam starts
- check you have been given the correct exam paper \checkmark
- complete all your details on the front of the script
- read all instructions and listen carefully for any announcements \checkmark or additional instructions
- take the right equipment pens, HB pencils, etc
- remember to cross out all rough work once you have made a final copy
- ✓ if you feel unwell, tell the Invigilator
- put your name and SCN on every piece of work/paper
- stay in the room until the exam is finished you may only leave early with the permission of the Invigilator

Conduct

- × do not copy from or share your work with anyone else
- × do not use offensive or frivolous language in your answer book
- × do not behave disruptively or cause a disturbance in the exam room
- × do not share equipment with anyone else

You must not have the following in your possession:





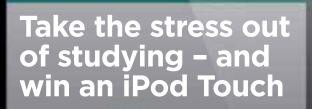
Book, notes, sketches or paper



Dictionary — except in specified subjects

All authorised electronic equipment must meet SQA regulations with no access to inadmissible data.

DON'T WORRY BE APPY



Create your own exam timetable using our online timetable builder at www.sqa.org.uk/timetable

Create your own study plan with our MyStudyPlan App for iPhones or iPod Touch at **www.sqa.org.uk/studyplan**

www.mysqa.info



(Win an iPod Touch - see site for details.)

MySO/

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