





# STA SQA Procedures

Please **read the following guidance very carefully and see your Year Head if you have any questions.**

**STA**

**Senior Phase page**

If you are sitting any subject at National 5, Higher or Advanced Higher level, you will receive your SQA exam timetable along with your final report which details your ’On track to achieve’ grade in each of your subjects. Please check your timetable to make sure your levels and subjects are accurate. A copy of the full SQA Exam timetable can be found on the SQA website. Signing up for My SQA will also help you to be organised for your exams. The exam timetables in these reports do not include the Advanced Highers studied by S6 students at Jordanhill or at Glasgow Caledonian University Hub this session.

SQA Exams begin on **Monday 22nd April 2024** and finish on **Wednesday 30th May 2024**. You will be on study leave for the duration of the SQA exam diet and should follow the advice given to you from Mr Houston regarding study planning during this time.

* Take a note of the date and time of each of your exams
* Be aware that there may be **more than one** paper or part of the exam for each subject
* Be on time! You must be in the social area **at least 30 minutes before the start time of each SQA** **exam**

 My SQA

* You can use school bus or public service buses to get to school (NB no school buses on 24thMay)
* Use the bathroom before your exam!
* If you are late for your exam, the invigilators may not allow you into the exam hall to sit your exam
* You must be in **full school uniform**
* Have all the **equipment** you need including pens, pencils, rulers, calculators, protractors etc (word lists are not permitted)
* Check the gym/exam room and your seat number – you **must** sit in the correct gym in your allocated seat!
* Go to the allocated gym hall / classroom / location (this information will be displayed in the social area)
* All bags and jackets must be left at the front of the exam hall
* Please learn/ know/ bring your SCN number as you will need this for your exams (bring the card from the back of ‘Your SQA’ booklet)
* If you are entitled to Additional Arrangements, make sure you know where you are going. **Report to Ms Power *at least* 20 minutes before the start time of your exam to be registered. Please note the times of your exams may be different to the SQA master timetable- go with the times issued by Miss Power**
* If you finish your exam before the end of the allocated time, you must ask permission from the invigilator to leave the exam hall. Please be mindful of other pupils doing their exams if you choose to leave early.
* Do your best to answer all the questions – make sure you check the back pages to ensure you have attempted all questions. Check over your answers carefully.

**In particular, you MUST ensure that these items are switched OFF and put in envelopes provided before the start of each SQA Examination: Mobile phone; Smart watch; Air pods / headphones; iPad should be switched off and left in your bag.**

**REMINDER**

A reminder that your exam room will be silent and you will be allocated a specific seat. You must take responsibility for ensuring the invigilator is in no doubt that you have not looked at anyone else’s work during the assessment. You must also ensure that you do not use rude, abusive or offensive words or images in any of your work, or that your work does not refer to anything inappropriate. The range of penalties imposed by the SQA if this happens includes the following:

* Your marks can be reduced, or you can be awarded zero marks
* Your qualification for that subject can be cancelled
* This could impact negatively on the estimated grade assigned to you by the school
* All of your qualifications for the entire year can be cancelled

If you stick to the rules and do the right thing every step of the way, you won’t need to worry about these penalties! Wishing you all the best of luck!