



S4 Assembly  
Friday 11th  
November  
2022

Preparing for your  
SQA Prelim Exams

# Key Messages from SQA

## Your Exams 2023 - what to expect

You will be sitting your prelims from 29/11-14/12

You have been given today:

- An individualised Prelim timetable
- This shows your exam, the dates, times, locations and your seat numbers
- The S4 Prelim Timetable for all S4 SQA Prelims
- The SQA Your National Qualifications 2022 booklet

# Before your Exams

## Timetable

- ENSURE YOU KEEP YOUR TIMETABLE IN A SAFE PLACE

## Past papers

- Practice with old [exam papers](#).
- Use the marking instructions to check your answers.

## SQA Apps

- MyExams app - create a personal timetable, add notes, and add to other calendars.
- MyStudyPlan app - organise your revision by creating a personal study plan.

## Your Scottish Candidate number

Your Scottish Candidate Number (SCN) is your personal identification number.

- Your SCN is used to record your achievements.
- You need to write it on your exam answer booklet - we will tell you what your SCN is.

## Check your school has the right name and address

- Has your address changed?
- Check your school have the correct details for you and your school will send to us.
- You can check the personal details we hold by logging in to [MySQA](#).

# On Prelim Exam Day

## Arriving for your exam

- Make sure you know when and where your exam is taking place
  - Give yourself plenty of time to get there
  - Have your SCN with you
  - Be outside the exam room 10 minutes before the exam starts
- If you're late, the teacher/invigilator in charge will tell you if you can sit the exam.

## Supplies

- Make sure you have the necessary exam supplies, such as pens.
- Bring a bottle of water to keep you hydrated and focused. Ask your teacher/lecturer if you're unsure what you need.

# In the Exam Room

## Your desk/seat

- If your school allocates a specific desk for exams, make sure you know what desk number is yours.

## Prohibited items

- During the exam, you're only allowed to take items needed for the exam to your allocated seat. You're not allowed (unless an approved assessment arrangement is in place):
- Electronic devices such as iPods, tablets, earpods, smartwatches or any device that stores information or can connect to the internet
- Mobile phones
- Extra information – books, sketches or paper, and anything written on your clothes or body
- Pencil cases or calculator cases
- Calculators (except when allowed)
- Dictionaries (except when allowed)
- Notes (except when allowed)
- Check your bags and pockets to make sure you do not have any of these things with you - plan ahead and leave them in a safe place.
- When specific items are allowed in an exam, you must make sure that they meet SQA regulations.

## Prohibited items

Prohibited items are things that you must not have with you at your allocated seat or desk in the exam room, unless they have been approved by us as part of an assessment arrangement for the exam you are sitting.

Prohibited items include the following:



Mobile phones



Electronic devices such as iPods, tablets, smartwatches or any other device that stores information or can connect to the internet



Extra information – books, notes, sketches or paper, and anything written on your clothes or body



Pencil cases or  
calculator cases



Calculators, except  
for exam papers  
where calculators  
are allowed



Dictionaries, except  
for exam papers  
where dictionaries are  
allowed

## So, to recap....

- Before you go to your seat in the exam room, check your bags and pockets carefully to make sure you do not have these things with you.
- You must not take any prohibited items to your seat. You should plan ahead and leave them in a safe place.
- When specific items are allowed in an exam, you must make sure that they meet SQA regulations. Your teacher or lecturer will be able to give you more information.
- You must make sure that the items do not give you access to information that you are not allowed to have in the exam.
- You are not allowed to share any equipment during an exam.



# In the Exam Room (2)

## Invigilators

- Invigilators supervise the exam and make sure the rules are followed. Follow any instructions given by the invigilator and ask them for help if you feel unwell or upset.

## Leaving the exam room

- You must stay in the exam room until the end of the exam unless you are unwell
- Before you leave, you must give the invigilator all your exam papers, including any answer booklets, extra sheets, question papers and data booklets. You could lose all marks for the paper concerned if you don't give your exam papers to the invigilator before leaving the exam room.

# Question Papers and Answer Booklets

- Read the instructions on the front of your question paper
- Check the subject and level are correct
- Fill in your details on the front page - including your name, school name and SCN
- You will get either a :
- **combined** question paper and answer booklet
- or
- **separate** question paper and answer booklet
- Work through the question paper until you see the statement END OF QUESTION PAPER.
- In a question paper, pages that don't have any questions or instructions will say BLANK PAGE on them.
- No page is completely blank. If you find a completely blank page before the END OF QUESTION PAPER statement, tell the invigilator.

# Question Papers and Answer Booklets (2)

## Extra paper

- If you need extra paper, raise your hand and ask the invigilator.
- If you use extra paper, you must write your name, SCN and school name on each sheet and put these inside your answer booklet.
- In some subjects, extra pages or graph paper is at the end of the answer booklet.

## Writing your answers

- You must use a pen with black or blue ink-do not use gel pens as these can fade.
- It is important the markers can read your writing. They might not be able to award marks if your writing is difficult to read.
- When writing on unlined pages, try to leave a space of about one cm between lines.
- In some subjects, poor spelling and punctuation could also result in marks not being awarded. If you have any concerns about this, or about your handwriting, speak to your teacher.
- Cross out any rough work, or any unwanted answers if you make more than one attempt at a question. Don't use correction fluid.

# Conduct and Fairness

*Everyone should have a fair chance to do their best during exams.*

Cheating and causing a disturbance during an exam are unfair to other candidates.

Examples of cheating and unfair behaviour (candidate malpractice) include the following:

- Having prohibited items with you at your seat in the exam room
- Pretending to be someone else or getting someone else to take an exam for you
- Disruptive behaviour in the exam room
- Using rude, abusive, offensive or discriminatory language or images
- Copying from another person
- Collusion — working with other candidates on an individual task that must be your own work
- Plagiarism – failing to reference sources properly or presenting someone else's work as your own

## PLEASE BE AWARE!!

Any cheating or unfair behaviour can have serious consequences for your results and your future.

*This could include losing marks, getting a lower grade or having your qualification cancelled.*

*IT CAN ALSO AFFECT YOUR OTHER EXAMS.*

# REMEMBER

<b>X</b>	<b>DON'T</b>	Take any prohibited items to your seat.
<b>X</b>	<b>DON'T</b>	Behave in a disruptive way or cause a disturbance.
<b>X</b>	<b>DON'T</b>	Copy from anyone else.
<b>X</b>	<b>DON'T</b>	Share your work with anyone else.
<b>X</b>	<b>DON'T</b>	Share equipment with anyone else.
<b>X</b>	<b>DON'T</b>	Use any rude, abusive, offensive or discriminatory language or images in your answers.

## After the Prelims

Parents' Evening 12th January

- ❖ Decisions will be made about levels you are sitting
- ❖ Discussions and negotiations take place with you and your parents
- ❖ We will always ensure you have the best opportunity for success with the level at which you are presented

## AND LASTLY....

All your teachers here at St  
Ambrose wish you all the best  
with this!

We know it is hard  
We have all been there (many  
times over)

We have all had triumphs and  
disappointments in exams

This is only one small part of who  
you are and who you will be!

Good luck and God Bless!





