

# you will

## exams



What you  
**need to know**



# Your exams



## General

- ✓ arrive in good time — about 10 minutes before the exam starts
- ✓ take the right equipment — black or blue ink pens, etc
- ✓ check you have been given the correct exam question paper
- ✓ complete all your details on the front of the question paper or answer booklet
- ✓ read all instructions and listen carefully for any announcements or additional instructions from the Invigilator — the person who supervises the exam
- ✓ remember to cross out any rough work that is not part of your answer
- ✓ put your name and SCN on every piece of work that you hand in — you can take your SCN card into the exam room
- ✓ if you feel unwell, tell the Invigilator
- ✓ 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 someone else, or share your work with anyone else
- ✗ do not use text language or any rude, abusive, offensive or discriminatory language or images in your answers
- ✗ 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:



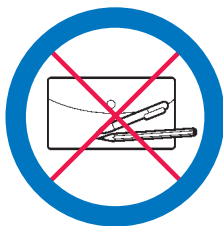
Mobile phone



Electronic device such as MP3 player, iPod, tablet or smartwatch



Book, notes, sketches or paper



Pencil case/  
calculator case



Calculator — except  
in specified subjects



Dictionary — except  
in specified subjects

**Use of electronic equipment must be authorised by SQA and meet our regulations.**

# Hi, I'm SAM and I'm here to help. It's coming up to exam time again.

This booklet tells you what to expect, what to do, and 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 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 for your exams

## Timetable

The official exam timetable for 2016 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 on our website at [www.sqa.org.uk/timetable](http://www.sqa.org.uk/timetable)

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 exams 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 exam is due to start.

## Equipment

It is important to make sure that you know what equipment you are permitted to use and what you need to bring (pens, 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.





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## During your exams

### 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 late

If you're late for an exam, you must report to the teacher or lecturer in charge of SQA exams, who will advise whether or not you may sit the exam.



## In the exam room

### Things you must not have with you during the exam:

- mobile phones
- electronic devices including, but not limited to, MP3 players, iPods, tablets and smartwatches
- calculator — except in specified subjects
- dictionary — except in specified subjects
- cases — calculator or pencil, etc
- books, notes, sketches, paper or any other prohibited item



When specific or authorised items are needed for use in exams, you must make sure they meet SQA regulations (your teacher or lecturer can advise you about this). If they are electronic items, you must make sure that there is no access to prohibited data or any additional features that are not allowed in the exam.

If you plan to use your own dictionary in any Modern Languages exams where dictionaries are permitted, this must be checked before the exam. Your teacher or lecturer will be able to tell you how to go about this.



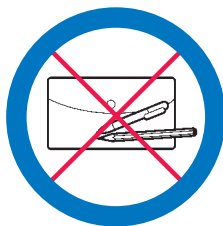
Mobile phone



Electronic device such as MP3 player, iPod, tablet or smartwatch



Book, notes, sketches or paper



Pencil case/  
calculator case



Calculator — except  
in specified subjects



Dictionary — except  
in specified subjects



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# Question papers and answer booklets

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Your question papers and answer booklets will all be printed on white paper unless your school or college has requested another colour (as part of an assessment arrangement).

In some exams you will get a separate question paper and answer booklet. The answer booklet should contain the same subject name and level details as the question paper.

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 question paper or answer 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 by the Invigilator, and put any extra sheets **inside** your answer booklet.

In some subjects, additional pages or graph paper may be provided at the end of the answer booklet for you to use.

## Blank pages in the question paper

Pages in the question paper that do not contain questions or instructions will have the statement **BLANK PAGE** printed in bold in the centre of the page. No page should be completely blank.

Make sure you work through the question paper until you see the statement **END OF QUESTION PAPER**. There will be no more questions you need to read or answer after this. If you find a page that is completely blank before you see this statement, please bring this to the attention of the Invigilator.

Any statements after this point are related to copyright legislation, which requires SQA to acknowledge the sources of any text extracts or graphics that were used in the question paper. You don't need to read these.





## Writing your answers

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Use **a pen with black or blue ink (do not use gel pens)** and write legibly and neatly.

Markers will do their best to read your work. However, they might not be able to award marks if your writing is illegible or too untidy to read. In some subjects, poor spelling and punctuation may also result in marks not being awarded. If you have any concerns about this, you should speak to your teacher or lecturer.

Your Exams  
2016

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

When writing on unlined answer booklets, 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 booklets in any way or take them from the exam room.

### Rough work

All rough work must be done in the answer booklet supplied unless you are instructed to use the rough-working sheet provided.

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.

## Leaving the exam room

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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 more than one hour) or after 20 minutes (if the exam is one hour or less). Remember, you need the Invigilator's permission to leave an exam early.

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

## Absence

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If you are prevented from sitting the exam, or part of it, by illness or any other good reason, you should report this immediately to the teacher or lecturer responsible for SQA exams at your school or college. If you begin to feel unwell during the exam, you should notify the Invigilator immediately.

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# Your 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 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, mobile phones and electronic devices, including but not limited to, music/digital devices, MP3 players, iPods, tablets and smartwatches)
  - using a calculator in a non-calculator paper
  - using a calculator with prohibited functions, eg a computer algebra system (CAS), with capacity to store data or text
- pretending to be someone else in the assessment or having someone else attempt to sit the assessment for you
- disruptive behaviour in the exam room
- using text language or any rude, abusive, offensive or discriminatory language or images in your answer booklets, eg vulgarity, swearing, discrimination
- copying from another candidate
- collusion — working with other candidates on an individual task when it must be your own work
- plagiarism — failing 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 them becoming the physical property of SQA.

By exam material, we mean any of the following that are submitted to SQA for assessment:

- answer booklets
- coursework
- alternative evidence (for candidates affected by exceptional circumstances)

In addition, your submission of the materials is an agreement that SQA is permitted to use these materials for purposes such as teaching and exemplification material. SQA will not disclose your name or Scottish Candidate Number, or any other identifying details.



### Marking your exams

From the moment you hand in your completed answer booklet to the Invigilator at the end of the exam, that booklet begins a journey that doesn't end until August — and it may only be a part of what makes up your final results. After each exam, your answer booklet is tracked through the various stages of the marking process.

Marking is carried out by approximately 7,500 teachers and lecturers across the country, carefully selected by SQA based on their experience and subject expertise. All of these Markers receive training in preparation for marking your answers, so that all of them mark in a fair, consistent way for all subjects, and all candidates. Throughout the marking process, we carry out checks to ensure that all Markers mark your exam papers in line with national standards.

It is only once these processes are complete for every subject that we can finally combine all of your marks together to produce your final results. Depending on the subject, this might include coursework marks that your school or college submitted to us before the exams began, as well as marks for any parts of the Course that were assessed directly by SQA (including performances of speaking exams that we assessed during a visit to your school or college). All of these contribute to your overall grade. For each subject, we determine the mark needed to achieve a grade A, B, C or D.

Your certificate is then printed and posted so you receive it at the same time as your classmates and fellow candidates (150,000 in total!) on Tuesday 9 August.

# Scottish Candidate Number Card

Your Scottish Candidate Number (SCN) is your personal lifelong candidate number. You will need to enter it on your exam answer books, so it is important that you know it.

Make sure that you have your SCN and know how to use it correctly. You can ask your centre for your SCN then keep a note of it on your SCN card. The card can be taken into the exam room to remind you of your SCN.



## Instructions:

1. In ink, write your centre name (school or college), your name (forename, surname), date of birth and your Scottish Candidate Number on the card.
2. Keep the card in a safe place as replacements cannot be issued.
3. The card can be taken into exam rooms.
4. Any unauthorised information found on the card will result in the exam entry being cancelled.

Please tear off your  
Scottish Candidate  
Number Card

SCN CARD



Centre  
Name

Your  
Name

Date of Birth

Scottish Candidate Number

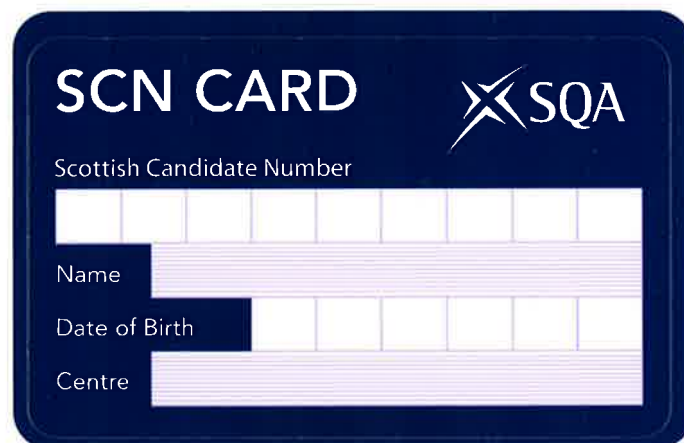



## Scottish Candidate Number Card

Your Scottish Candidate Number (SCN) is your personal lifelong candidate number. You will need to enter it on your examination answer books, so it is important that you know it.

Our computer 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.

Make sure that you have your SCN and use it correctly. Your centre will be able to tell you your SCN. You can keep a note of your SCN on the card below. The card can be taken into the examination room to remind you of your SCN.

A dark blue rectangular card with rounded corners. At the top left, it says 'SCN CARD' in white. At the top right is the SQA logo. Below the title, it says 'Scottish Candidate Number' followed by a grid of 10 empty boxes for writing the number. Below that are three rows for 'Name', 'Date of Birth', and 'Centre', each with a grid of boxes for writing the information.

SCN CARD	
Scottish Candidate Number	<input type="text"/>
Name	<input type="text"/>
Date of Birth	<input type="text"/>
Centre	<input type="text"/>

### Instructions:

1. In ink, write your Scottish Candidate Number, Name, Date of Birth and Centre name on the card.
2. Keep the card in a safe place as replacements cannot be issued.
3. The card can be taken into examination rooms.
4. Any unauthorised information found on the card will result in the examination entry being cancelled.