



National Qualifications 2016

Name of Centre _____ No _____

Accommodation Arrangements

This form should be completed in accordance with the following instructions and notes and retained in the centre. It should be used by the SQA Co-ordinator and the Chief Invigilator to assist with the compilation of invigilation requirements and the allocation of duties to Invigilators.

Instructions

- 1 Enter the number of candidates in the appropriate column alongside the papers concerned. The number must include FE and adult candidates where appropriate.
- 2 Enter the number to be accommodated in each room, include details of instances where candidates with Assessment Arrangements require separate accommodation.
- 3 Enter the total number of rooms in use. This should be the maximum number of rooms in use at any one time during each morning or afternoon session. Each room to be used should be identified uniquely throughout the examination period eg A for Library, B for Assembly Hall, T1 for Technical Room. The same identification symbols should not be used for different rooms on different days.
- 4 Calculate the number of Invigilators required and enter in the appropriate column. The number should be calculated on the following basis:
 - ◆ One Invigilator for each examination room with an additional Invigilator when the number of candidates exceeds 35, and a further Invigilator for each multiple of 35 candidates or part thereof.
 - ◆ When 5 or more Invigilators, including the Chief, are required on any day or part-day an extra Invigilator should be included in order that the Chief Invigilator be free for overall supervision.
 - ◆ When less than 5 invigilators, including the Chief, are required on any day or part-day and exams are held in separate rooms, the Chief Invigilator should **not** invigilate in order that the Chief Invigilator be free for overall supervision.
 - ◆ When 6 or more Invigilators, including the Chief, are required on any day or part-day one of the Invigilators should act as a Depute but still invigilate.
 - ◆ When 11 or more Invigilators, including the Chief, are required on any day or part-day the Depute should **not** invigilate but should be free to assist the Chief Invigilator and an additional Invigilator used.

Notes

- 1 Centres should use as few rooms as possible, particularly when accommodating candidates taking examinations which start at the same time.
- 2 When accommodating examinations with different finishing times in the same room account must be taken of possible disturbance by early finishers to those still working. It is desirable that all candidates being examined at the same level in a course should be seated in the same room. If this is not possible it should be ensured that, to facilitate the use of Attendance Registers by Invigilators, candidates whose names appear on the Attendance Register are not separated.
- 3 Where approval has been given for candidates to be examined at times other than those indicated in the official timetable, the proposed arrangements should be clearly indicated against the examination paper(s) concerned and the Chief Invigilator advised accordingly. If, at a later date, any such arrangements are found to be unnecessary the Chief Invigilator should be informed in order that the invigilation arrangements can be amended where appropriate.
- 4 An * after the time of the exam indicates that candidates in these examinations will require to be accommodated separately from candidates in other examinations, normally in a practical or other suitably equipped room. The possibility of noisy activities in other rooms should be considered when accommodation arrangements are made.
- 5 Different Invigilators can be used for morning and afternoon examinations where centres consider there is a need for an appropriate break between sessions.
- 6 Invigilators will be employed to supervise candidates only during the period of their examinations in the actual examination rooms. The supervision of candidates who are isolated because of examinations set at times other than those indicated in the official timetable is the responsibility of the presenting centre.

Wednesday 4 May – Day 1

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 09:50	Lifeskills Mathematics	National 5	1 Non-calculator				
10:10 – 11:50	Lifeskills Mathematics	National 5	2 Case Studies				
09:00 – 09:50	Matamataig Fad-bheatha	Nàiseanta 5	1 Gun àireamhair				
10:10 – 11:50	Matamataig Fad-bheatha	Nàiseanta 5	2 Sgrùdadh-cùisean				
09:00 – 11:15	Classical Studies	Higher					
09:00 – 12:00	Classical Studies	Advanced Higher					
Afternoon							
13:00 – 14:30	Classical Studies	National 5					

Thursday 5 May – Day 2

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 10:30	English	Higher	Reading for Understanding Analysis and Evaluation				
10:50 – 12:20	English	Higher	Critical Reading				
09:00 – 10:30	English	Advanced Higher	Literary Study				
10:50 – 12:20	English	Advanced Higher	Textual Analysis				
Afternoon							
13:00 – 14:00	English	National 5	Reading for Understanding Analysis and Evaluation				
14:20 – 15:50	English	National 5	Critical Reading				

Friday 6 May – Day 3

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 11:15	Geography	Higher					
09:00 – 11:15	Cruinn-eòlas	An Àrd Ìre					
09:00 – 11:30	Geography	Advanced Higher					
09:00 – 11:30	Cruinn-eòlas	Àrd Ìre Adhartach					
Afternoon							
13:00 – 14:45	Geography	National 5					
13:00 – 14:45	Cruinn-eòlas	Nàiseanta 5					

Monday 9 May – Day 4

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 11:30	Biology	Higher					
09:00 – 11:30	Biology	Advanced Higher					
Afternoon							
13:00 – 15:00	Biology	National 5					
13:00 – 15:30	Human Biology	Higher					

Tuesday 10 May – Day 5

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 10:30	Philosophy	National 5					
09:00 – 11:15	Philosophy	Higher					
09:00 – 10:30	Italian	National 5	Reading and Writing				
10:50 – 11:20* (approx)	Italian	National 5	Listening				
09:00 – 10:40	Italian	Higher	Reading and Directed Writing				
11:00 – 12:00*	Italian	Higher	Listening and Writing				
09:00 – 10:30	Italian	Advanced Higher	Reading and Translation				
10:50 – 12:10*	Italian	Advanced Higher	Listening and Discursive Writing				
Afternoon							
13:00 – 14:30	Graphic Communication	National 5					
13:00 – 15:00	Graphic Communication	Higher					
13:00 – 15:00	Graphic Communication	Advanced Higher					
13:00 – 16:00	Statistics	Advanced Higher					

Wednesday 11 May – Day 6

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 10:30	Engineering Science	National 5					
09:00 – 11:00	Engineering Science	Higher					
09:00 – 11:00	Engineering Science	Advanced Higher					
Afternoon							
13:00 – 14:30	Media	National 5					
13:00 – 15:00	Media	Higher					

Thursday 12 May – Day 7

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 10:10	Mathematics	Higher	1 Non-calculator				
10:30 – 12:00	Mathematics	Higher	2				
09:00 – 10:10	Matamataig	An Àrd Ìre	1 Gun àireamhair				
10:30 – 12:00	Matamataig	An Àrd Ìre	2				
09:00 – 12:00	Mathematics	Advanced Higher					
09:00 – 12:00	Matamataig	Àrd Ìre Adhartach					
Afternoon							
13:00 – 14:00	Mathematics	National 5	1 Non-calculator				
14:20 – 15:50	Mathematics	National 5	2				
13:00 – 14:00	Matamataig	Nàiseanta 5	1 Gun àireamhair				
14:20 – 15:50	Matamataig	Nàiseanta 5	2				

Friday 13 May – Day 8

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 09:45*	Music	National 5					
10:15 – 11:00*	Music Technology	National 5					
11:15 – 12:00*	Music Technology	Higher					
09:00 – 11:00	Latin	Higher	Literary Appreciation				
11:15 – 12:15	Latin	Higher	Translating				
Afternoon							
13:00 – 14:00*	Music	Higher					
14:30 – 15:45* (approx)	Music	Advanced Higher					
13:00 – 14:00	Latin	National 5	Literary Appreciation				
14:15 – 15:15	Latin	National 5	Translating				
13:00 – 14:30	Latin	Advanced Higher	Literary Appreciation				
14:40 – 15:40	Latin	Advanced Higher	Translating				

Monday 16 May – Day 9

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 10:40	French	Higher	Reading and Directed Writing				
11:00 – 12:00*	French	Higher	Listening and Writing				
09:00 – 10:30	French	Advanced Higher	Reading and Translation				
10:50 – 12:10*	French	Advanced Higher	Listening and Discursive Writing				
Afternoon							
13:00 – 14:30	French	National 5	Reading and Writing				
14:50 – 15:20* (approx)	French	National 5	Listening				

Tuesday 17 May – Day 10

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 10:00	Administration and IT	Higher					
09:00 – 10:40	Urdu	Higher	Reading and Directed Writing				
11:00 – 12:00*	Urdu	Higher	Listening and Writing				
Afternoon							
13:00–16:00	Mathematics of Mechanics	Advanced Higher					
13:00 – 14:30	Urdu	National 5	Reading and Writing				
14:50 – 15:20* (approx)	Urdu	National 5	Listening				

Wednesday 18 May – Day 11

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 11:30	Chemistry	Higher					
09:00 – 11:30	Chemistry	Advanced Higher					
Afternoon							
13:00 – 15:00	Chemistry	National 5					

Thursday 19 May – Day 12

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 10:40	Gaelic (Learners)	Higher	Reading and Directed Writing				
11:00 – 12:15*	Gaelic (Learners)	Higher	Listening and Literature				
09:00 – 10:30	Gaelic (Learners)	Advanced Higher	Reading and Translation				
10:50 – 12:10*	Gaelic (Learners)	Advanced Higher	Listening and Discursive Writing				
09:00 – 09:30* (approx)	English for Speakers of Other Languages	Higher	Listening				
09:50 – 12:00	English for Speakers of Other Languages	Higher	Reading and Writing				
Afternoon							
13:00 – 14:30	Gaelic (Learners)	National 5	Reading and Writing				
14:45 – 15:15* (approx)	Gaelic (Learners)	National 5	Listening				
13:00 – 13:25* (approx)	English for Speakers of Other Languages	National 5	Listening				
13:45 – 15:20	English for Speakers of Other Languages	National 5	Reading and Writing				

Friday 20 May – Day 13

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 11:20	History	Higher					
09:00 – 11:20	Eachdraidh	An Àrd Ìre					
09:00 – 12:00	History	Advanced Higher					
09:00 – 12:00	Eachdraidh	Àrd Ìre Adhartach					
Afternoon							
13:00 – 14:45	History	National 5					
13:00 – 14:45	Eachdraidh	Nàiseanta 5					

Monday 23 May – Day 14

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 11:15	Religious, Moral and Philosophical Studies	Higher					
09:00 – 11:00	Religious, Moral and Philosophical Studies	Advanced Higher					
Afternoon							
13:00 – 14:30	Religious, Moral and Philosophical Studies	National 5					

Tuesday 24 May – Day 15

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 11:30	Physics	Higher					
09:00 – 11:30	Physics	Advanced Higher					
Afternoon							
13:00 – 15:00	Physics	National 5					

Wednesday 25 May – Day 16

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 10:30	Economics	National 5					
09:00 – 11:00	Economics	Higher					
09:00 – 11:30	Economics	Advanced Higher					
Afternoon							
13:00 – 14:30	Drama	National 5					
13:00 – 15:00	Drama	Higher					

Thursday 26 May – Day 17

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 10:40	Spanish	Higher	Reading and Directed Writing				
11:30 – 12:30*	Spanish	Higher	Listening and Writing				
09:00 – 10:30	Spanish	Advanced Higher	Reading and Translation				
11:10 – 12:30*	Spanish	Advanced Higher	Listening and Discursive Writing				
Afternoon							
13:00 – 14:30	Spanish	National 5	Reading and Writing				
14:50 – 15:20* (approx)	Spanish	National 5	Listening				

Friday 27 May – Day 18

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 10:30	Business Management	National 5					
09:00 – 11:15	Business Management	Higher					
09:00 – 11:45	Business Management	Advanced Higher					
Afternoon							
13:00 – 14:30	Computing Science	National 5					
13:00 – 15:00	Computing Science	Higher					
13:00 – 15:00	Computing Science	Advanced Higher					

Monday 30 May – Day 19

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 11:15	Modern Studies	Higher					
09:00 – 11:15	Nuadh-eòlas	An Àrd Ìre					
09:00 – 12:00	Modern Studies	Advanced Higher					
09:00 – 12:00	Nuadh-eòlas	Àrd Ìre Adhartach					
Afternoon							
13:00 – 14:45	Modern Studies	National 5					
13:00 – 14:45	Nuadh-eòlas	Nàiseanta 5					

Tuesday 31 May – Day 20

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 10:30	Accounting	National 5					
09:00 – 11:00	Accounting	Higher					
09:00 – 11:30	Accounting	Advanced Higher					
09:00 – 10:30	Sociology	National 5					
09:00 – 11:00	Sociology	Higher					
Afternoon							
13:00 – 14:10	Art and Design	National 5					
13:00 – 15:00	Art and Design	Higher					

Wednesday 1 June – Day 21

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 10: 40	Gàidhlig	Higher	Reading and Writing				
11:00 – 11:40*	Gàidhlig	Higher	Listening				
09:00 – 10:30	Gàidhlig	Advanced Higher	Paper 1: Practical Criticism				
10:50 – 12:20	Gàidhlig	Advanced Higher	Paper 2: Literature and Writing				
09:00 – 10:40	German	Higher	Reading and Directed Writing				
11:00 – 12:00*	German	Higher	Listening and Writing				
09:00 – 10:30	German	Advanced Higher	Reading and Translation				
10:50 – 12:10*	German	Advanced Higher	Listening and Discursive Writing				
Afternoon							
13:00 – 14:30	German	National 5	Reading and Writing				
14:50 – 15:20* (approx)	German	National 5	Listening				
13:00 – 14:40	Gàidhlig	National 5	Reading and Writing				
15:00 – 15:25*	Gàidhlig	National 5	Listening				
13:00 – 14:30	Psychology	National 5					
13:00 – 15:00	Psychology	Higher					

Thursday 2 June – Day 22

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 10:30	Design and Manufacture	National 5					
09:00 – 11:00	Design and Manufacture	Higher					
09:00 – 11:00	Design and Manufacture	Advanced Higher					
Afternoon							
13:00 – 14:30	Health and Food Technology	National 5					
13:00 – 14:30	Health and Food Technology	Higher					
13:00 – 15:00	Health and Food Technology	Advanced Higher					

Friday 3 June – Day 23

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Morning							
09:00 – 11:00	Environmental Science	National 5					
09:00 – 11:30	Environmental Science	Higher					
09:00 – 11:00	Cantonese	National 5	Reading and Writing				
11:20 – 11:50* (approx)	Cantonese	National 5	Listening				
09:00 – 11:10	Cantonese	Higher	Reading and Directed Writing				
09:00 – 10:30	Cantonese	Advanced Higher	Reading and Translation				
09:00 – 11:00	Mandarin Simplified	National 5	Reading and Writing				
11:20 – 11:50* (approx)	Mandarin Simplified	National 5	Listening				
09:00 – 11:10	Mandarin Simplified	Higher	Reading and Directed Writing				
09:00 – 10:30	Mandarin Simplified	Advanced Higher	Reading and Translation				
09:00 – 11:00	Mandarin Traditional	National 5	Reading and Writing				
11:20 – 11:50* (approx)	Mandarin Traditional	National 5	Listening				
09:00 – 11:10	Mandarin Traditional	Higher	Reading and Directed Writing				
09:00 – 10:30	Mandarin Traditional	Advanced Higher	Reading and Translation				
09:00 – 10:30	Physical Education	Higher					

Friday 3 June – Day 23 (continued)

Time	Course	Level	Paper	No of Candidates	Accommodation Arrangements No of Candidates in each room eg A = 70, B = 35	Total No of rooms in use at any one time	No of Invigilators required
Afternoon							
13:00 – 14:20*	Cantonese	Higher	Listening and Writing				
13:00 – 14:45*	Cantonese	Advanced Higher	Listening and Discursive Writing				
13:00 – 14:20*	Mandarin Simplified	Higher	Listening and Writing				
13:00 – 14:45*	Mandarin Simplified	Advanced Higher	Listening and Discursive Writing				
13:00 – 14:20*	Mandarin Traditional	Higher	Listening and Writing				
13:00 – 14:45*	Mandarin Traditional	Advanced Higher	Listening and Discursive Writing				
13:00 – 15:15	Politics	Higher					



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