

Your Exams 2018



What you need to know



Your exams

This booklet tells you what you need to know about your exams.

It contains essential information that you must read before exam time, even if you have sat exams before.

If you have any questions about anything in this booklet, speak to your teacher or lecturer. You might also find it useful to share and discuss this information with a parent or carer.

Remember to prepare, stay calm and do your best.

You'll also find lots more helpful information at **www.sqa.org.uk/learners**

Exam arrangements

If you need additional support or specific arrangements for any of your exams, you should discuss this with your school or college.

Preparing for your exams

Timetable

The exam timetable is available at www.sqa.org.uk/timetable

Always double-check the times of your exams with your teachers or lecturers, as schools and colleges are allowed to change the start times of exams slightly.

Make sure you know what exams you're sitting, when they are, and where they are.

SQA apps

There are free apps to support you at this time.



The **MyExams** app lets you create and view your personal timetable, add notes, and add it to other calendars.



The **MyStudyPlan** app helps you to organise your revision by creating a personal study plan.

If you don't want to use the apps, you can create your own personal exam timetable using the online timetable builder.

Find out more at www.sqa.org.uk/studyplan

Past papers

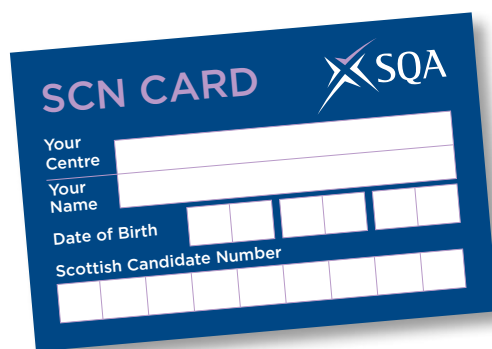
You can prepare for your exams by practising with question papers from previous years.

You can download these, together with the marking instructions, from www.sqa.org.uk/pastpaperinfo

Equipment

Make sure you know what equipment you're allowed to use and what you need to bring with you — such as pens and a calculator. Your teachers or lecturers will be able to tell you about this.

You are not allowed to share any equipment during an exam.



Your Scottish Candidate Number

Your Scottish Candidate Number (SCN) is your personal SQA identification number. Our systems use your SCN to record and track all of your achievements. This ensures that your certificate is up-to-date.

Your school or college will be able to tell you what your SCN is. Make sure you know it before your exams — you will need to write it accurately and legibly on your exam answer booklets.

You can use the SCN card at the back of this booklet to write your details down. You are allowed to take this card into the exam room, but you must not write anything else on it. If any unauthorised information is found on the card, your exam entry could be cancelled.



Your name and address details

To ensure you receive your certificate on results day, make sure that your school or college has the correct details for you — including your correct name and address.

If any of your personal details change, or are going to change over the summer, you must tell your school or college before you finish for the summer break. They will be able to update your details on the system before we print your certificate.

MySQA

You can check your personal details by logging into your MySQA account. If you don't already have an account, you can sign up for one at www.mysqa.org.uk

Make sure your name appears as you would like to see it on your certificate and that the address is where you want your certificate to be sent.

You don't need to have a MySQA account, but it is useful for checking your details and is required if you would like to get your exam results by text or e-mail.

Your information

SQA collects information about you from your school or college and your local authority. We also collect information from your exam answer booklets and other assessment materials.

All this information relates to your qualifications and we use it to:

- make arrangements for you to do SQA exams and assessments
- award and issue your Scottish Qualifications Certificate
- deliver services you have requested, such as MySQA
- respond to enquiries
- investigate cases of possible malpractice

We also use it for statistical and research purposes.

We may share some of your information with other organisations, including the Scottish Government, UCAS, your school or college, and other third parties that provide our services. More detail about how we use your information is available at www.sqa.org.uk/privacystatement

You can request a copy of the information we hold about you — find out how to do this at www.sqa.org.uk/requestpersonalinformation

As part of keeping your information secure, if you contact SQA by phone we will ask you to confirm your identity before we discuss any information with you. We will also need your consent before discussing your information with anyone else, including a parent or carer.

On exam day

Arriving for your exam

You should be ready outside the exam room at least 10 minutes before the exam is due to start. If you are late, you must report to the teacher or lecturer in charge of SQA exams. They will let you know if you can sit the exam.

If you are unable to sit an exam because of illness or any other reason, you must report this as soon as possible to the teacher or lecturer in charge of SQA exams.

Prohibited items

Prohibited items are things that you must not have with you at your desk in the exam room. They include the following:



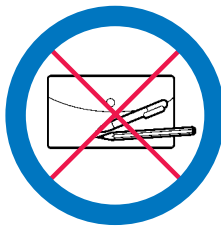
Mobile phone



Electronic device such as MP3 player, iPod, tablet, smartwatch or any other device that is web-enabled or stores information



Book, notes, sketches or paper



Pencil case/
calculator case



Calculator in
non-calculator papers



Dictionary — except
in specified subjects

Unless any of these things have been approved by SQA as part of an assessment arrangement, you should plan ahead and leave them in a safe place.

As you are not allowed to take any prohibited items to your allocated seat, it is important that you check your bags and pockets carefully to make sure you do not have any of these things on your person.

When specific items are permitted in an exam, you must make sure that they meet SQA regulations. Your teacher or lecturer will be able to advise you. You must make sure that electronic items have no access to prohibited data or any other features that are not allowed in the exam.

If you plan to use your own dictionary in an exam where dictionaries are permitted, you must get it checked before the exam. Your teacher or lecturer will be able to tell you how to get it checked.

Desks

In most schools and colleges, you will be allocated a desk or seat number for each exam. Make sure you know this number before the exam. You must not take any prohibited items to your allocated seat. If you do, these will be considered as being 'on your person', which can result in your exam entry being cancelled.

Invigilators

The people who supervise your exams are called 'invigilators'. Their job is to make sure your exams take place according to the rules and that the rules are applied fairly. You must follow any instructions given by an invigilator. It is your responsibility to listen to and follow these instructions, including ensuring that you take no prohibited items to your allocated seat in the exam room.

Before your exam begins, the invigilator will ask you to undertake a final check to ensure you are not in possession of any prohibited items. If you are, they must be handed over and will be given back to you after the exam.

If anything unexpected happens to you during an exam, such as feeling unwell, you should notify the invigilator immediately.

Rules

It is important that you follow SQA rules, to make sure that everyone has a fair and equal chance of doing their best work.



Your conduct

Improper conduct and actions that cause a disturbance during an exam are considered malpractice. They are unfair for other candidates, and will be reported to SQA and investigated. Your school or college can explain more about these investigations, which can have very serious consequences. Penalties often include losing marks or having your exam entry cancelled.

Examples of malpractice by candidates include:

- Having any prohibited item with you at your seat in the exam room.
- Pretending to be someone else or getting someone else to attempt to sit an exam for you.
- Disruptive behaviour in the exam room.
- Using rude, abusive, offensive or discriminatory language or images in your answer booklet.
- Copying from another candidate.
- Collusion — working with other candidates on an individual task that must be your own work.
- Plagiarism — failing to acknowledge sources properly and/or submitting someone else's work as if it were your own.



Question papers and answer booklets

It is important to read the instructions on the front of your question paper. Make sure you follow them carefully.

In some exams, you will get a separate question paper and answer booklet. If you need extra paper, you should raise your hand and ask the invigilator. In some subjects, you will find extra pages or graph paper at the end of the answer booklet.

You must complete your details legibly on the front of the question paper or answer booklet. If using extra paper, remember to write your name, Scottish Candidate Number (SCN), and school or college on each sheet and put these inside your answer booklet.

Work through your question paper until you see the statement END OF QUESTION PAPER. There will be nothing else you need to answer after this.

Pages in a question paper that don't have any questions or instructions will say BLANK PAGE on them. No page should be completely blank. If you find a page that is completely blank before the END OF QUESTION PAPER statement, tell the invigilator.

Writing your answers

You must use a pen with black or blue ink. Do not use gel pens — these can cause your answers to fade.

It is important that you write legibly. Markers will do their best to read your work, but they might not be able to award marks if your writing is difficult to read. When writing on unlined answer booklets, try to leave a space of about 1cm 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, you should speak to your teacher or lecturer.

Remember to cross out any rough work or unwanted answers if you make more than one attempt at a question.

Ownership

Once exam materials such as answer booklets are submitted to SQA, they become the physical property of SQA, who will use them for marking and training.

Leaving the exam room

If you finish early or have done as much of the exam as you can, you can ask the invigilator for permission to leave by raising your hand. If the exam is longer than one hour, the invigilator may allow you to leave after 30 minutes. If the exam is one hour or less, you may be allowed to leave after 20 minutes.

You must give your answer booklet, question paper and any data booklets to the invigilator before you leave. You could lose all marks for the paper concerned if you don't give your answer booklet to the invigilator before leaving the exam room.



Your results

Marking

After your exams, the marking process will begin. Markers are teachers and lecturers who have been carefully selected by SQA based on their experience and subject expertise. All markers are trained and monitored so that they mark fairly and consistently for everyone.

After marking

Once marking is complete, your exam marks will be combined with any marks for coursework or other parts of your course, such as performances or speaking exams. All of these marks contribute to your overall grade.

SQA has to make sure that it is not easier, or harder, to get the same result in different years. One of the ways we do this is through grade boundary meetings. Every year, after marking, candidates' marks are analysed at these meetings. It is then determined what the minimum marks to achieve an A, B, C and D will be.

After this stage, your certificate is printed and posted.



Getting your results

You will receive your certificate on Tuesday 7 August.

Your school or college will also receive your results. If you have applied to university or college, the Universities and Colleges Admission Service (UCAS) will receive your results too.

If you don't receive your certificate on Tuesday 7 August, you should contact your school or college immediately. They will be able to tell you your results and work with us to find out what has happened to your certificate.

MySQA

MySQA gives you secure online access to your results. You can also sign up to receive your results by text or e-mail from 8am on Tuesday 7 August, in addition to your paper certificate.

To get your results by text or e-mail, you'll need to sign up at www.mysqa.org.uk by 5pm on 17 July, and activate your account by 5pm on 18 July.

Remember, if you change your mobile number or e-mail address after signing up for MySQA, you'll need to update these details to receive your text or e-mail.

Support

There are useful videos that help to explain your certificate at www.sqa.org.uk/certificate

You can also find answers to our most frequently asked questions at www.sqa.org.uk/faqs

If you don't understand your certificate or you think something is wrong, contact your school or your college's student records department for help.

You can contact us by completing a candidate enquiry form at www.sqa.org.uk/candidateenquiryform

Our Candidate Advice Line will also be able to help answer questions about your certificate from Tuesday 7 August until Friday 10 August, on 0345 279 1000.

Results Services

Our Results Services are in place to support you:

- during exam time — if your performance in an exam has been affected by an exceptional circumstance, such as bereavement or serious illness
- or*
- after results day — if there are concerns about your grade

What if something unexpected happens, and either my performance is affected on the day, or I am unable to sit the exam?

You or your parent or carer should contact your school or college as soon as possible.

They will be able to discuss your options and whether or not you would be entitled to Exceptional Circumstances consideration. For this to happen, your school or college would need to submit a request to SQA. This needs to be done within 10 days after the exam so it's really important that you speak with them as soon as possible.

What if the grade on my certificate doesn't seem right?


You should discuss your concerns with your school or college immediately. If they believe that your grade may be incorrect, they can ask SQA to review your work. This review can be prioritised if you have a conditional place at university or college that depends on your grade.

Your school or college will be able to give you full details about these services. You can also find out more at www.sqa.org.uk/resultsservices

Remember

- ✓ Arrive in good time — at least 10 minutes before the exam starts.
 - ✓ Bring the right equipment — black or blue ink pens etc.
 - ✓ Check that you don't have any prohibited items with you at your seat.
 - ✓ Check you have been given the correct exam paper.
 - ✓ Put your name, SCN and school or college on every piece of work you hand in (including additional answer booklets and answer sheets).
 - ✓ Write legibly.
 - ✓ Read all instructions and listen carefully for any announcements from the invigilator.
 - ✓ Cross out any rough work that is not part of your answer.
 - ✓ Stay in the room until the exam is finished — you may only leave early with permission from the invigilator.
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- ✗ Do not take any prohibited items to your seat.
 - ✗ Do not behave disruptively or cause a disturbance.
 - ✗ Do not copy from anyone else.
 - ✗ Do not share your work with anyone else.
 - ✗ Do not share equipment with anyone else.
 - ✗ Do not use any rude, abusive, offensive or discriminatory language or images in your answers.

**Please tear off your
Scottish Candidate
Number card.**

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

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Important notes:

- Write your centre name, your name, date of birth and SCN on the card.
- Any unauthorised information found on the card will result in your exam entry being cancelled.
- Tell your centre immediately of any change to your permanent home address.
- Replacement cards cannot be issued.

Customer Contact Centre

T: 0345 279 1000

W: www.sqa.org.uk

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