



National Qualifications 2018

Name of Centre _____ No _____

Accommodation Arrangements

The accommodation arrangements form should be completed following these instructions and notes, and should be retained in your centre. The form should be used by your SQA Co-ordinator and Chief Invigilator to determine the number of invigilators you require and to record details of the accommodation to be used.

Instructions

- Enter the total number of candidates in the appropriate column alongside the papers concerned. The number must include FE and adult candidates where appropriate.
- Enter the number of candidates to be accommodated in each room, and include details of instances where candidates with assessment arrangements require separate accommodation.
- 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 should be uniquely identified throughout the examination period (eg A for Assembly Hall, B for Library). The same identification symbols should not be used for different rooms on other days.
- Calculate the number of invigilators required and enter this in the appropriate column. The number should be calculated based on the following:
 - ♦ One invigilator for each examination room. You must add an invigilator for each group of 35 candidates or part thereof.
 - ♦ When only one room is being used and 5 or less invigilators (including the chief) are required, on any day or part-day, the chief invigilator will be expected to undertake invigilation duties.
 - ♦ When **more** than one room is being used and 5 or less 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 6 or more invigilators (including the chief) are required, on any day or part-day, one of the invigilators should act as depute chief invigilator but should still invigilate.
 - ♦ When 10 or more invigilators (including the chief and depute) are required, on any day or part-day, an extra invigilator should be included in order that the depute chief invigilator should not invigilate but should be free to assist the chief invigilator with supervision.

Notes

- You should use as few rooms as possible, particularly when accommodating examinations that start at the same time.
- When accommodating examinations with different finishing times in the same room, you must take into account that candidates finishing their exam at an earlier time could disturb those still working. All candidates being examined at the same level in a course should be seated in the same room. If this is not possible, you must ensure that candidates whose names appear on the same Attendance Register are not separated.
- Where approval has been given for candidates to sit examinations at times different to the official timetable, the proposed arrangements should be clearly indicated against the examination paper(s) concerned, and the chief invigilator should be advised accordingly. If any such arrangements are found to be unnecessary at a later date, the chief invigilator should be informed so that the invigilation arrangements can be amended.
- An * after the time of the examination indicates that candidates in these examinations will need to be accommodated separately from candidates in other examinations. The possibility of noisy activities in other rooms should be considered when making accommodation arrangements.
- Different invigilators can be used for morning and afternoon examinations.
- Invigilators are only employed to supervise candidates 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.

Monday 30 April – 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 – 10:30	Urdu	National 5	Reading and Writing				
10:50 – 11:20* (approx)	Urdu	National 5	Listening				
09:00 – 10:40	Spanish	Higher	Reading and Directed Writing				
11:00 – 12:00*	Spanish	Higher	Listening and Writing				
09:00 – 10:30	Spanish	Advanced Higher	Reading and Translation				
10:50 – 12:10*	Spanish	Advanced Higher	Listening and Discursive Writing				
Afternoon							
13:00 – 14:40	Urdu	Higher	Reading and Directed Writing				
15:00 – 16:00*	Urdu	Higher	Listening and Writing				
13:00 – 14:30	Spanish	National 5	Reading and Writing				
14:50 – 15:20* (approx)	Spanish	National 5	Listening				

Tuesday 1 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 – 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 – 15:20	Geography	National 5					
13:00 – 15:20	Cruinn-eòlas	Nàiseanta 5					

Wednesday 2 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 – 09:45*	Music	National 5					
Afternoon							
13:00 – 15:00	Administration and IT	National 5					
13:00 – 14:00*	Music	Higher					
14:30 – 15:45* (approx)	Music	Advanced Higher					

Thursday 3 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 – 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					
09:00 – 10:05	Applications of Mathematics	National 5	1 Non-calculator				
10:25 – 12:25	Applications of Mathematics	National 5	2				
09:00 – 10:05	Gnìomhachas Matamataigs	Nàiseanta 5	1 Gun àireamhair				
10:25 – 12:25	Gnìomhachas Matamataigs	Nàiseanta 5	2				

Friday 4 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 – 10:15	Mathematics	National 5	1 Non-calculator				
10:35 – 12:25	Mathematics	National 5	2				
09:00 – 10:15	Matamataig	Nàiseanta 5	1 Gun àireamhair				
10:35 – 12:25	Matamataig	Nàiseanta 5	2				

Tuesday 8 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 – 11:30	Physics	Higher					
09:00 – 11:30	Physics	Advanced Higher					
Afternoon							
13:00 – 15:30	Physics	National 5					

Wednesday 9 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 – 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 – 15:20	Modern Studies	National 5					
13:00 – 15:20	Nuadh-eòlas	Nàiseanta 5					

Thursday 10 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 – 11:00	Media	National 5					
09:00 – 11:00	Media	Higher					
09:00 – 09:45*	Music Technology	Higher					
11:00 – 12:00*	Music Technology	National 5					
Afternoon							
13:00 – 15:00	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					

Friday 11 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 – 10:30	English	Higher	Reading for Understanding, Analysis and Evaluation				
10:50 – 12:20	English	Higher	Critical Reading				
Afternoon							
13:00 – 14:30	English	Advanced Higher	Literary Study				
14:50 – 16:20	English	Advanced Higher	Textual Analysis				

Monday 14 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	English	National 5	Reading for Understanding, Analysis and Evaluation				
10:20 – 11:50	English	National 5	Critical Reading				

Tuesday 15 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	Biology	Higher					
09:00 – 11:30	Biology	Advanced Higher					
Afternoon							
13:00 – 15:30	Biology	National 5					
13:00 – 15:30	Human Biology	Higher					

Wednesday 16 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 – 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 – 15:20	History	National 5					
13:00 – 15:20	Eachdraidh	Nàiseanta 5					

Thursday 17 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 – 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				

Friday 18 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 – 11:00	Business Management	National 5					
09:00 – 11:15	Business Management	Higher					
09:00 – 11:45	Business Management	Advanced Higher					
Afternoon							
13:00 – 14:45	Design and Manufacture	National 5					
13:00 – 15:00	Design and Manufacture	Higher					
13:00 – 15:00	Design and Manufacture	Advanced Higher					

Monday 21 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	Chemistry	Higher					
09:00 – 11:30	Chemistry	Advanced Higher					
Afternoon							
13:00 – 15:30	Chemistry	National 5					

Tuesday 22 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 – 11:20	Philosophy	National 5					
09:00 – 11:15	Philosophy	Higher					
Afternoon							
13:00 – 15:00	Computing Science	National 5					
13:00 – 15:00	Computing Science	Higher					
13:00 – 15:00	Computing Science	Advanced Higher					

Wednesday 23 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	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				
11:20 – 11:55* (approx)	English for Speakers of Other Languages	National 5	Listening				
09:00 – 11:15	Classical Studies	Higher					
09:00 – 12:00	Classical Studies	Advanced Higher					
Afternoon							
13:00 – 14:30	Gaelic (Learners)	National 5	Reading and Writing				
14:50 – 15:20* (approx)	Gaelic (Learners)	National 5	Listening				
13:00 – 14:00	English for Speakers of Other Languages	National 5	Reading				
14:20 – 15:30	English for Speakers of Other Languages	National 5	Writing				
13:00 – 15:00	Classical Studies	National 5					

Thursday 24 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	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 – 14:50	Engineering Science	National 5					
13:00 – 15:00	Engineering Science	Higher					
13:00 – 15:00	Engineering Science	Advanced Higher					
13:00 – 13:45	Hospitality: Practical Cake Craft	National 5					

Friday 25 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 – 11:00	Accounting	National 5					
09:00 – 11:00	Accounting	Higher					
09:00 – 11:30	Accounting	Advanced Higher					
09:00 – 11:00	Sociology	National 5					
09:00 – 11:00	Sociology	Higher					
Afternoon							
13:00 – 14:50	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					

Monday 28 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 – 11:15	Religious, Moral and Philosophical Studies	Higher					
09:00 – 11:00	Religious, Moral Philosophical Studies	Advanced Higher					
09:00 – 11:20	Religious, Moral and Philosophical Studies	National 5					
Afternoon							
13:00 – 14:00	Fashion and Textile Technology	National 5					
14:30 – 15:30	Practical Woodworking	National 5					

Tuesday 29 May – 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 – 10:30	Physical Education	Higher					
09:00 – 11:00	Latin	National 5	Literary Appreciation				
Afternoon							
13:00 – 14:00	Latin	National 5	Translating				
13:00 – 15:00	Latin	Higher	Literary Appreciation				
15:20 – 16:20	Latin	Higher	Translating				
13:00 – 14:30	Latin	Advanced Higher	Literary Appreciation				
14:50 – 15:50	Latin	Advanced Higher	Translating				
13:00 – 16:00	Mathematics of Mechanics	Advanced Higher					
13:00 – 14:00	Administration and IT	Higher					

Wednesday 30 May – 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 – 11:00	Economics	National 5					
09:00 – 11:00	Economics	Higher					
09:00 – 11:30	Economics	Advanced Higher					
09:00 – 10:00	Practical Electronics	National 5					
Afternoon							
13:00 – 14:30	Art and Design	National 5					
13:00 – 15:00	Art and Design	Higher					

Thursday 31 May – 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 – 11:30	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				
11:00 – 12:00	Dance	National 5					

Thursday 31 May – 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 – 15:00	Psychology	National 5					
13:00 – 15:00	Psychology	Higher					
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				
14:00 – 15:00	Practical Metalworking	National 5					

Friday 1 June – Day 24

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	Hospitality: Practical Cookery	National 5					
Afternoon							
13:00 – 14:30	Drama	National 5					
13:00 – 15:00	Drama	Higher					

Monday 4 June – Day 25

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 – 10:50	Gàidhlig	An Àrd Ìre	Leughadh agus Sgrìobhadh				
11:10 – 11:50*	Gàidhlig	An Àrd Ìre	Èisteachd				
09:00 – 10:30	Gàidhlig	Àrd Ìre Adhartach	Sgrùdadh				
10:50 – 12:30	Gàidhlig	Àrd Ìre Adhartach	Litreachas agus Sgrìobhadh				
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				
09:00 – 10:10	Care	National 5					
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	Nàiseanta 5	Leughadh agus Litreachas				
15:00 – 15:25*	Gàidhlig	Nàiseanta 5	Èisteachd				
13:00 – 15:15	Politics	Higher					



How to contact us:

Customer Contact Centre: 0345 279 1000

Lowden	The Optima Building
24 Wester Shawfair	58 Robertson Street
Dalkeith	Glasgow
EH22 1FD	G2 8DQ

website: <http://www.sqa.org.uk>
e-mail: mail@sqa.org.uk