



National Qualifications 2019

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 up to 35 candidates.
 - ◆ 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 deputy chief invigilator but should still invigilate.
 - ◆ When 10 or more invigilators (including the chief and deputy) are required, on any day or part-day, an extra invigilator should be included. The deputy 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.

Thursday 25 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 – 11:30	Physical Education	Higher					
09:00 – 11:40	Latin	Higher	Literary Appreciation				
09:00 – 11:00	Latin	National 5	Literary Appreciation				
Afternoon							
13:00 – 14:00	Latin	National 5	Translating				
13:00 – 14:00	Latin	Higher	Translating				
13:00 – 14:30	Latin	Advanced Higher	Literary Appreciation				
15:00 – 16:00	Latin	Advanced Higher	Translating				
13:00 – 16:00	Mathematics of Mechanics	Advanced Higher					
13:00 – 15:00*	Administration and IT	National 5					
13:00 – 14:30	Administration and IT	Higher					

Friday 26 April – 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 – 09:45*	Music	National 5					
09:00 – 11:00	Urdu	Higher	Reading and Directed Writing				
11:30 – 12:00* (approx)	Urdu	Higher	Listening				
Afternoon							
13:00 – 14:30	Urdu	National 5	Reading and Writing				
15:00 – 15:30* (approx)	Urdu	National 5	Listening				
13:00 – 14:00*	Music	Higher					
14:30 – 15:45* (approx)	Music	Advanced Higher					

Monday 29 April – 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 – 10:50	Gàidhlig	Àrd Ìre	Leughadh agus Litreachas				
11:20 – 12:00*	Gàidhlig	Àrd Ìre	Èisteachd				
09:00 – 10:30	Gàidhlig	Àrd Ìre Adhartach	Sgrùdadh				
11:00 – 12:40	Gàidhlig	Àrd Ìre Adhartach	Litreachas agus Sgrìobhadh				
09:00 – 11:00	German	Higher	Reading and Directed Writing				
11:30 – 12:00* (approx)	German	Higher	Listening				
09:00 – 10:30	German	Advanced Higher	Reading and Translation				
11:00 – 12:20	German	Advanced Higher	Listening and Discursive Writing				
Afternoon							
13:00 – 14:30	German	National 5	Reading and Writing				
15:00 – 15:30* (approx)	German	National 5	Listening				
13:00 – 14:40	Gàidhlig	Nàiseanta 5	Leughadh agus Litreachas				
15:10 – 15:35*	Gàidhlig	Nàiseanta 5	Èisteachd				
13:00 – 14:45	Politics	Higher	Paper 1				
15:15 – 16:30	Politics	Higher	Paper 2				
14:30 – 15:30	Practical Metalworking	National 5					

Tuesday 30 April – 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 – 09:40	Biology	Higher	Paper 1 (Multiple Choice)				
10:10 – 12:30	Biology	Higher	Paper 2				
09:00 – 09:40	Human Biology	Higher	Paper 1 (Multiple Choice)				
10:10 – 12:30	Human Biology	Higher	Paper 2				
09:00 – 10:00*	Music Technology	Higher					
11:00 – 12:00*	Music Technology	National 5					
Afternoon							
13:00 – 15:30	Biology	National 5					
13:00 – 15:30	Biology	Advanced Higher					

Wednesday 1 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 – 10:45	Modern Studies	Higher	Paper 1				
11:15 – 12:30	Modern Studies	Higher	Paper 2				
09:00 – 10:45	Nuadh-eòlas	Àrd Ìre	Paper 1				
11:15 – 12:30	Nuadh-eòlas	Àrd Ìre	Paper 2				
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 2 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	Mathematics	Higher	Paper 1 (Non-calculator)				
11:00 – 12:45	Mathematics	Higher	Paper 2				
09:00 – 10:30	Matamataig	Àrd Ìre	Paper 1 (Gun àireamhair)				
11:00 – 12:45	Matamataig	Àrd Ìre	Paper 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	Paper 1 (Non-calculator)				
10:35 – 12:35	Applications of Mathematics	National 5	Paper 2				
09:00 – 10:05	Gnìomhachas Matamataigs	Nàiseanta 5	Paper 1 (Gun àireamhair)				
10:35 – 12:35	Gnìomhachas Matamataigs	Nàiseanta 5	Paper 2				
Afternoon							
13:00 – 14:00	Hospitality: Practical Cookery	National 5					

Friday 3 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 – 10:15	Mathematics	National 5	Paper 1 (Non-calculator)				
10:45 – 12:35	Mathematics	National 5	Paper 2				
09:00 – 10:15	Matamataig	Nàiseanta 5	Paper 1 (Gun àireamhair)				
10:45 – 12:35	Matamataig	Nàiseanta 5	Paper 2				
Afternoon							
14:00 – 15:00	Practical Woodworking	National 5					

Tuesday 7 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	Spanish	Higher	Reading and Directed Writing				
11:30 – 12:00* (approx)	Spanish	Higher	Listening				
09:00 – 10:30	Spanish	Advanced Higher	Reading and Translation				
11:00 – 12:20*	Spanish	Advanced Higher	Listening and Discursive Writing				
Afternoon							
13:00 – 14:30	Spanish	National 5	Reading and Writing				
15:00 – 15:30* (approx)	Spanish	National 5	Listening				
13:00 – 13:45	Hospitality: Practical Cake Craft	National 5					
13:00 – 16:00	Statistics	Advanced Higher					

Wednesday 8 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				
11:00 – 12:30	English	Higher	Critical Reading				
Afternoon							
13:00 – 14:30	English	Advanced Higher	Literary Study				
15:00 – 16:30	English	Advanced Higher	Textual Analysis				

Thursday 9 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				
10:30 – 12:00	English	National 5	Critical Reading				
Afternoon							
13:00 – 14:00	Photography	Higher					

Friday 10 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 – 09:40	Chemistry	Higher	Paper 1 (Multiple Choice)				
10:10 – 12:30	Chemistry	Higher	Paper 2				
09:00 – 11:30	Chemistry	Advanced Higher					
Afternoon							
13:00 – 15:30	Chemistry	National 5					

Monday 13 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 – 10:30	History	Higher	British, European and World History				
11:00 – 12:30	History	Higher	Scottish History				
09:00 – 10:30	Eachdraidh	Àrd Ìre	Eachdraidh Bhreatannach, Eòrpach agus An t-Saoghail				
11:00 – 12:30	Eachdraidh	Àrd Ìre	Eachdraidh Albannach				
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					

Tuesday 14 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 – 11:00	French	Higher	Reading and Directed Writing				
11:30 – 12:00* (approx)	French	Higher	Listening				
09:00 – 10:30	French	Advanced Higher	Reading and Translation				
11:00 – 12:20*	French	Advanced Higher	Listening and Discursive Writing				
Afternoon							
13:00 – 14:30	French	National 5	Reading and Writing				
15:00 – 15:30* (approx)	French	National 5	Listening				

Wednesday 15 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 – 09:45	Physics	Higher	Paper 1 (Multiple Choice)				
10:15 – 12:30	Physics	Higher	Paper 2				
09:00 – 11:30	Physics	Advanced Higher					
Afternoon							
13:00 – 15:30	Physics	National 5					

Thursday 16 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 – 11:00	Business Management	National 5					
09:00 – 11:45	Business Management	Higher					
09:00 – 11:45	Business Management	Advanced Higher					
Afternoon							
13:00 – 14:45	Design and Manufacture	National 5					
13:00 – 15:15	Design and Manufacture	Higher					
13:00 – 15:00	Design and Manufacture	Advanced Higher					

Friday 17 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 – 11:00	Gaelic (Learners)	Higher	Reading and Directed Writing				
11:30 – 12:00* (approx)	Gaelic (Learners)	Higher	Listening				
09:00 – 10:30	Gaelic (Learners)	Advanced Higher	Reading and Translation				
11:00 – 12:20*	Gaelic (Learners)	Advanced Higher	Listening and Discursive Writing				
09:00 – 11:00	Accounting	National 5					
09:00 – 11:30	Accounting	Higher					
09:00 – 11:30	Accounting	Advanced Higher					
Afternoon							
13:00 – 14:30	Gaelic (Learners)	National 5	Reading and Writing				
15:00 – 15:30* (approx)	Gaelic (Learners)	National 5	Listening				
13:00 – 14:50	Engineering Science	National 5					
13:00 – 15:30	Engineering Science	Higher					
13:00 – 15:00	Engineering Science	Advanced Higher					

Monday 20 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 – 11:15	Media	Higher	Analysis of Media Content				
09:00 – 11:20	Philosophy	National 5					
09:00 – 11:15	Philosophy	Higher	Paper 1				
09:00 – 10:00	Dance	National 5					
09:00 – 11:00	Dance	Higher					
Afternoon							
13:00 – 14:00	Media	Higher	The Role of Media				
13:00 – 15:00	Media	National 5					
13:00 – 14:45	Philosophy	Higher	Paper 2				

Tuesday 21 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 – 09:45* (approx)	English for Speakers of Other Languages	Higher	Listening				
10:15 – 11:25	English for Speakers of Other Languages	Higher	Reading				
09:00 – 10:10	Classical Studies	Higher	Classical Literature				
10:40 – 12:30	Classical Studies	Higher	Classical Society				
09:00 – 12:00	Classical Studies	Advanced Higher					
Afternoon							
13:00 – 15:00	Graphic Communication	National 5					
13:00 – 15:30	Graphic Communication	Higher					
13:00 – 15:00	Graphic Communication	Advanced Higher					
13:00 – 14:40	English for Speakers of Other Languages	Higher	Writing				
13:00 – 15:00	Classical Studies	National 5					

Wednesday 22 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 – 09:35* (approx)	English for Speakers of Other Languages	National 5	Listening				
09:55 – 11:05	English for Speakers of Other Languages	National 5	Reading				
09:00 – 11:00	Computing Science	National 5					
09:00 – 11:30	Computing Science	Higher					
09:00 – 11:00	Computing Science	Advanced Higher					
Afternoon							
13:00 – 14:10	English for Speakers of Other Languages	National 5	Writing				
13:00 – 14:50	Health and Food Technology	National 5					
13:00 – 15:00	Health and Food Technology	Higher					
13:00 – 15:00	Health and Food Technology	Advanced Higher					

Thursday 23 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	Italian	National 5	Reading and Writing				
11:00 – 11:30* (approx)	Italian	National 5	Listening				
09:00 – 11:00	Italian	Higher	Reading and Directed Writing				
11:30 – 12:00* (approx)	Italian	Higher	Listening				
09:00 – 10:30	Italian	Advanced Higher	Reading and Translation				
11:00 – 12:20*	Italian	Advanced Higher	Listening and Discursive Writing				
Afternoon							
13:00 – 14:30	Drama	National 5					
13:00 – 15:30	Drama	Higher					

Friday 24 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 – 11:00	Economics	National 5					
09:00 – 11:30	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					

Monday 27 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 – 11:15	Religious, Moral and Philosophical Studies	Higher	World Religion, Morality and Belief				
11:45 – 12:30	Religious, Moral and Philosophical Studies	Higher	Religious and Philosophical Questions				
09:00 – 11:00	Religious, Moral and 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					
13:00 – 14:30	Fashion and Textile Technology	Higher					

Tuesday 28 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 – 10:50	Geography	Higher	Physical and Human Environments				
11:20 – 12:30	Geography	Higher	Global Issues and Geographical Skills				
09:00 – 10:50	Cruinn-eòlas	Àrd Ìre	Àrainneachdan Fiosaigeach agus Daonna				
11:20 – 12:30	Cruinn-eòlas	Àrd Ìre	Cùisean Cruinneil agus Sgilean Cruinn-eòlais				
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 29 May – 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 – 11:30	Environmental Science	National 5					
09:00 – 09:45	Environmental Science	Higher	Paper 1				
10:15 – 12:45	Environmental Science	Higher	Paper 2				
09:00 – 11:00	Psychology	National 5					
09:00 – 11:00	Cantonese	National 5	Reading and Writing				
11:30 – 12:00* (approx)	Cantonese	National 5	Listening				
09:00 – 11:40	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				
11:30 – 12:00* (approx)	Mandarin (Simplified)	National 5	Listening				
09:00 – 11:40	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				
11:30 – 12:00* (approx)	Mandarin (Traditional)	National 5	Listening				
09:00 – 11:40	Mandarin (Traditional)	Higher	Reading and Directed Writing				
09:00 – 10:30	Mandarin (Traditional)	Advanced Higher	Reading and Translation				

Wednesday 29 May – Day 24 (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 – 15:40	Psychology	Higher					
13:00 – 13:30* (approx)	Cantonese	Higher	Listening				
13:00 – 14:45*	Cantonese	Advanced Higher	Listening and Discursive Writing				
13:00 – 13:30* (approx)	Mandarin (Simplified)	Higher	Listening				
13:00 – 14:45*	Mandarin (Simplified)	Advanced Higher	Listening and Discursive Writing				
13:00 – 13:30* (approx)	Mandarin (Traditional)	Higher	Listening				
13:00 – 14:45*	Mandarin (Traditional)	Advanced Higher	Listening and Discursive Writing				

Thursday 30 May – 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 – 11:00	Sociology	National 5					
09:00 – 11:40	Sociology	Higher					
Afternoon							
13:00 – 14:30	Childcare and Development	Higher					

Friday 31 May – Day 26

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	Care	National 5					
Afternoon							
13:00 – 14:30	Care	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