

your

exams 2017



What you
need to know



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

It contains essential information that you must read in the lead-up to exam time, even if you have sat exams before.

Remember to prepare, stay calm and do your best.

If you have any questions about anything in this booklet, speak to your teacher or lecturer. You'll also find lots more helpful information at www.sqa.org.uk/learners

Preparing for your exams

Timetable

The official exam timetable is available at www.sqa.org.uk/timetable. Here, you can also create your own personal exam timetable using the online timetable builder.

Schools and colleges are allowed to change the start times of exams slightly, so you should double-check the times of your exams with your teachers or lecturers.

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

SQA apps

There are free apps to support you at this time.



The **MyExams** app lets you create and view your personal timetable, add it into other calendars, e-mail it to a friend, and add notes to your exam entries.



The **MyStudyPlan** app uses your exam schedule and availability to generate a study plan.

Find out more about both apps at www.sqa.org.uk/apps

Past papers

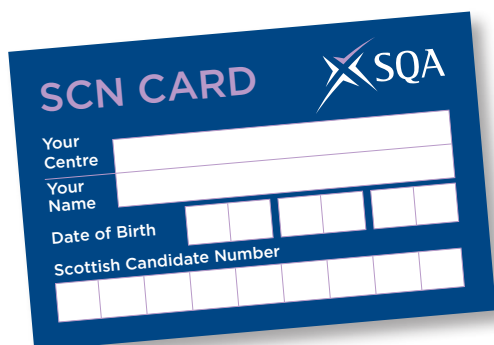
Practising with the actual exam questions from previous years is a great way to prepare for your exams. You can download them, together with the marking instructions, from www.sqa.org.uk/pastpaperinfo

Equipment

Make sure you know what equipment you are allowed to use and what you need to bring, such as pens and a calculator. Your teachers or lecturers will be able to tell you.

You must not share any of your equipment or use another candidate's 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 record your details. You are allowed to take this into the exam room, but you must not write anything else on it. Any unauthorised information found on the card may result in your exam entry being cancelled.

Your name and address details

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

If any of your personal details change, 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.

Data protection

The Data Protection Act 1998 protects the personal information that SQA holds about you, such as your contact details and results. It is best to discuss your personal information with your school or college. If you choose to contact SQA, we will ask you to confirm your identity before we can discuss any personal information with you. We will also need your consent before discussing your personal information with anyone else, including a parent or carer.

More information about data protection is available at www.sqa.org.uk/accesstoinformation

Exam arrangements

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

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 prevented from sitting an exam due to illness or any other reason, you must report this as soon as possible to the teacher or lecturer in charge of SQA exams.

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.

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.

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



In the exam room

Rules

You must not have the following things with you during the exam:



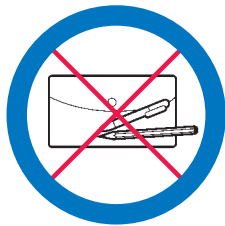
Mobile phone



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

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.

Your conduct

Improper conduct and actions that cause a disturbance during an exam will be reported to SQA and investigated. Penalties may be applied and can include loss of marks and the cancellation of exam entries.

Examples of improper conduct include:

- Possession of prohibited items 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, ask the invigilator. In some subjects, extra pages or graph paper may be provided 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, SCN, and school or college on each sheet and put these inside your answer booklet.

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.

Work through your question paper until you see the statement END OF QUESTION PAPER. There will be nothing else you need to read or answer after this. If you find a page that is completely blank before this statement, bring it to the attention of the invigilator.

Any statements after this point are related to copyright. You don't need to read these.

Writing your answers

You must use a pen with black or blue ink. **Do not use gel pens** – these can sometimes 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, 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 and copyright

When you, or your school or college, submit exam materials such as answer booklets to SQA, you are agreeing that:

- they will become the physical property of SQA
- SQA can use these materials for teaching purposes

SQA will not disclose your name, SCN, or any other identifying details.

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. They may allow you to leave after 30 minutes, if the exam is longer than one hour, or after 20 minutes if the exam is one hour or less.

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



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 all candidates.

After marking

Once marking is complete, your exam marks will be combined with any coursework marks or marks from 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, the results for all candidates from every school and college are analysed at these meetings. It is then decided what the minimum marks to achieve an A, B, C and D will be.

Your certificate is then printed and posted.

Getting your results

You will receive your certificate on Tuesday 8 August.

Your school or college will also receive your results. If you are going on 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 8 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 choose to receive your results by text or email from 8am on Tuesday 8 August, in addition to your paper certificate.

To get your results by text or email, you'll need to sign up at www.mysqa.org.uk by 5pm on 18 July, and activate your account by 5pm on 19 July.

Support

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

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.

Answers to the most frequently asked questions are available on our website at www.sqa.org.uk/faqs, or you can contact us by completing the candidate enquiry form at www.sqa.org.uk/candidateenquiryform

SQA's Candidate Advice Line will also be able to help from Tuesday 8 August until Friday 11 August. The phone number will be on the letter that accompanies your certificate.

Results Services

There are two parts to Results Services:

1. Exceptional circumstances consideration service

This service operates *before* the exam results are sent out. It supports candidates who couldn't sit a timetabled exam, or who were able to sit the exam but their performance was affected by exceptional circumstances. Exceptional circumstances include bereavement and serious illness. Minor ailments are not considered an exceptional circumstance.

2. Post-results services

These services operate *after* exam results are sent out. If your school or college is concerned by your grade, they can request a clerical check and/or a marking review. A priority marking review can be requested if you need the result to secure a conditional university or college place.

Only schools and colleges can submit requests for these services. SQA won't accept requests from candidates, parents, carers or other third parties.

You can find out more about Results Services at www.sqa.org.uk/resultsservices





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 the exam entry being cancelled.
- Please advise your centre immediately of any change to your permanent home address.
- Replacement cards cannot be issued.



Customer Contact Centre T: 0345 279 1000

BD7317 February 2017