

SQA Exams: a Guide for Candidates

Timetables

You will receive your personalised exam timetable showing the dates, times, rooms and seat numbers for your exams. It also includes your address and Scottish Candidate Number. If you think there is a mistake in it, please speak to Mrs Gilchrist **immediately**.

Each day during the exams, lists will be put up in the Academy Cafe reminding you of arrangements. It is important that you check these on the day, as there may be minor changes. There will also be a list on the door of the room(s) the exam is being held in. If your exam is in the Assembly Hall, you must sit at the desk with the number you have been allocated. In all other rooms, you must sit where the invigilator tells you. A register will be taken when you are in a room.

If you are entitled to special arrangements, such as extra time or access to a computer, Miss Nisbet will have contacted you.

Make sure that you check the time your exam starts, and are outside the room **at least 10 minutes beforehand**. At this point, the school will contact your home if you are not present. If you arrive late, you may not be allowed to sit the exam. It is vital that you sit all papers of all the exams you are timetabled for. **There is no opportunity to sit the exam at a different date or time.**

Study Leave Arrangements

These vary for different groups of pupils, and are detailed below:

S4 National 5 Pupils: pupils can apply for study leave days, beginning from Monday 30th April – see separate document. They can also attend special revision classes. Other than that, S4 pupils should follow their normal timetable, including tutor.

S5/6 Pupils: pupils have full study leave, and their last day of school is Friday 27th April. They can also attend scheduled revision classes (see separate document).

Days on which pupils are entitled to study leave are automatically marked on the computerised attendance register. Any other day on which a pupil is absent will be classed as 'Unauthorised Absence' (unless the school has been contacted to indicate otherwise). All pupils are able to come into school to consult subject teachers during their study leave if they feel this would be useful. Staff will often be available at the times normally scheduled to teach those pupils who are on study leave.

Behaviour

Any bad behaviour will be dealt with severely. It is important that all pupils are allowed to sit their exams in quiet conditions. If you disrupt an exam in any way, or do not co-operate with the invigilators, you will be asked to leave and will receive NO AWARD. You may not be allowed to sit any of your other exams.

If there is a problem during an exam, please put up your hand and speak to an invigilator. Very often problems can be sorted out if you raise them immediately, but little can be done after the event.

Breaks between Exams

During breaks between exams, do not wander around the school: other exams may be taking place, and classes will be at work. Similarly, **do not wait about around the exam room or in the foyer when you have finished your exam – you will be asked to move on**. On most days, you will be able to use the Academy Café if you have a break between exams. If you want to leave the building between papers, you are allowed to do so, but you must be back in time for your next exam.

Occasionally, exams which finish at different times take place together in the hall. If you leave the hall before other candidates, **it is essential that you do so as quietly as possible**.

Uniform

Whenever you are in school for an exam, a revision day or even to drop off a piece of work to a teacher, you must wear **full school uniform**. This applies even if you will only be

in the building for a few minutes and also if you are in school on the in-service day (8th May) and the holiday (21st May).

Equipment

Check with your teacher what you need to bring for each exam (pen, ruler, calculator, etc). **It is up to you to provide everything you need.** You must use a pen (no gel pens) with blue or black ink.

When you are in the exam room or hall, you will only be allowed to have the materials you need for the exam with you. You will not be allowed to take a pencil case or a calculator case to your desk. If you have a bag with you, you will have to leave it at the front of the room or the back of the hall. You should also take your SCN card and place it on your desk (unless you know your number by heart). This number can be found on your personal timetable and on all exam lists.

Electronic Devices

All mobile phones must be left in bags and switched off. **You are not allowed to have them on your person**, even if they are out of sight. You are not allowed to wear watches which have the facility to communicate with others or which store information.

Buses

If you stay outside Whitburn, you should use school buses to get to and from exams as far as possible. However, sometimes you may wish to use service buses (for example, if an exam is only on in the morning). You cannot use your bus pass on a service bus, but need to bring enough money for your bus fare. Keep all of your bus tickets until your exams are over, then take them to the school office, where your bus fares will be refunded. (Please write your name, class and the exam you sat on that day on the back of each ticket). Monday 21st May is a holiday for pupils not sitting exams, and Tuesday 8th May is an in-service day. If you are sitting an exam on any of these days, please arrange to come to school by a service bus or to get a lift in.

Sometimes pupils may be scheduled to sit an exam which finishes after the school buses have left, or on a Friday afternoon. On these occasions, again please use a service bus. If an exam is due to finish around the time of the bell, we will hold buses back a few minutes.

Pupils studying subjects at other schools will sit exams in those subjects at those venues. Travel arrangements, if required, should be made by contacting Mrs Bulloch.

Absence From an Exam

If you simply do not turn up to sit an exam, you will be given NO AWARD. This means that all the time you have spent in class over the past few years learning, practising, producing folios, etc, will have been a waste of time.

If you are seriously ill on the day of an exam and are unable to come in, you **MUST** do the following: contact the school **immediately**; get an **emergency appointment to see your doctor that day**; bring a letter from your doctor confirming your illness to school (this must be done within two days of the exam you missed). The letter must provide details – simply saying you were ill is not enough. When this has been received, the school will send your prelim papers away to the exam board, and they will award you a grade based on that. If this paperwork is not with the SQA **within ten days of the exam you have missed**, you will be given NO AWARD. Please follow the same procedures if there are special personal circumstances, such as a death in the family.

After the Exams

S4 pupils who are staying on at school should return **as soon as their own exams are over** to follow their normal timetable. The change of timetable is on Monday 28th May. Most S5 pupils who are staying on should return on **Thursday 31st May**, with the exception of those sitting exams in Psychology (31st May) and Hospitality: Practical Cookery (1st June) who should return the day after their final exam. If you are leaving, please make sure that all books are returned and that you complete a leaver's form (available from the office). This can only be done after you have sat your final exam. Until you have done so, you are still on the school register.

Good Luck in all of your exams.