



Pupil Information

SQA Exams

April 2023

**I Fleming, Depute Head Teacher S4
SQA Coordinator**



SQA Exam Timetable

SQA exam timetable 2023:

Formal SQA exams begin on Monday, 24 April 2023 and will finish on Wednesday, 31 May 2023:

[Click here for the 2023 Exam Timetable](#)

Please note exams can take place on school holidays or inservice days so check your times carefully. They can also not finish until after the school day (e.g. 3.30pm on a Wed/Thurs/Fri).

Make sure you know what exams you're taking, when they are, and where they are. If you have any SQA questions or concerns, please come and speak to Mr Fleming.



SQA Exam Timetable Changes

Please note that we have changed the start and finish time for the following exams to avoid bell interruptions during listening exams. These changes are shown below. All other exams will start and end at the time shown on the main SQA exam timetable:

Exam	Date	New Start Time	New End Time
Higher Spanish Listening	Friday, 28 April 2023	11.50am	12.20pm
National 5 Spanish Reading/Writing	Friday, 28 April 2023	12.30pm	2.00pm
National 5 Spanish Listening	Friday, 28 April 2023	2.30pm	3.00pm
Higher French Listening	Monday, 15 May 2023	11.50am	12.20pm
National 5 French Listening	Monday, 15 May 2023	3.10pm	3.40pm



Your Timetable

- Check the following for accuracy:
 - Spelling of name
 - Candidate Number
 - Address
 - Subjects
 - Qualification Levels

If there are any errors, you should speak to Mr Fleming as soon as possible



Study Leave

- All pupils sitting SQA exams will start study leave on **Monday, 24 April 2023**. This means that you should attend all of your classes up to and including Friday, 21 April 2023.
- Those pupils returning to school for next session should start back after study leave on **Monday, 5 June 2023**. You will start your new timetable with next year's subjects on this day.



Study Leave - Subject Study Days

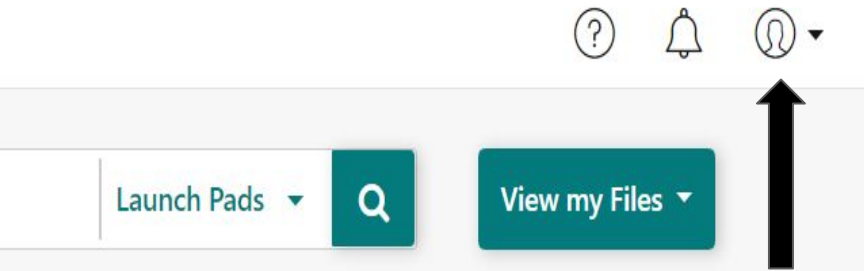
- During study leave, we will offer a supported study day for as many subjects as possible
- Subject specialist staff will be available to provide supported study at a designated time
- A Google Form will be put on your year group Google Classroom to sign-up for these



Scottish Candidate Number

Your Scottish Candidate Number (SCN) is your personal identification number. You will need it for every exam that you sit as you need to write it on your exam answer booklets.

Pupils can find their Scottish candidate number on Glow.





Your Exams 2023

- Paper Booklet (includes SCN card)
- Digital copy of the booklet available here:

[Your Exams 2023 SQA Information Page](#)

SQA produce a booklet which tells you what you need to know about your exams. It contains essential information and rules that you must read before your exams start. It is important that you understand and follow the rules, which are there to make sure that exams are fair for everyone. Teachers will be able to tell you what could happen if you break the rules. You might also find it useful to share and discuss the content of the booklet with your parent or carer.

Your Exams 2023

What you need to know about National 5, Higher and Advanced Higher exams

School edition





Estimates for Session 2022-2023

The school must provide the SQA with an estimated grade for all of your subjects. The SQA define an estimate as:

“An estimate is a judgement of a final grade and band for a graded National Course across all assessment components. It is based on a holistic review of a learner’s performance as indicated by assessment evidence that is generated at the centre. It is important that each estimate is a realistic, evidence-based prediction of a learner’s final attainment in the course assessment.”

The main reason for estimates this session is to support Examination Exceptional Circumstances Consideration Requests (more on this later).



Sharing of your Estimates

- Your teacher should have a 1-1 learner conversation with you to inform you of your estimated grade in their subject prior to you going on study leave. You may be asked to sign a document to confirm that you have verbally received this information. This evidence based grade will be the main focus of the conversation and you will only be given a grade e.g. A, B, C etc.
- Copies of your demonstrated attainment evidence will not be issued to you because it is still live and secure assessment evidence so needs to be stored securely when not in use. This evidence would be needed by SQA in the event of an exceptional circumstance.
- Your estimate is not a final grade, it is based on the evidence that the school currently has for you that demonstrates your level of attainment in that subject prior to the exam. You may perform better in the final exam and receive a grade higher than your estimate.



What if I cannot sit the exam?

You should only miss an exam if it is impossible for you to sit the exam. If this happens, you must do the following:

- Get a parent or carer to contact the school as soon as possible to explain what has happened. Your options and whether or not you would be entitled to access the Examination Exceptional Circumstances Consideration Service would then be discussed.



Examination Exceptional Circumstances Consideration Service

EECCS will be available to learners who are unable to attend the exam, or whose performance in the exam may have been affected by a personal circumstance or an unplanned incident on the day which is beyond their control.

All learners are eligible for the Examination Exceptional Circumstances Consideration Service where:

- they have experienced a valid exceptional circumstance
- they have completed all the compulsory non-question paper components
- an estimate has been submitted for them
- alternative evidence for the impacted exam components is available.

SQA would always encourage learners to sit the exam where at all possible. This does not preclude them from having an EECCS request submitted on their behalf. The final decision to submit an EECCS request on behalf of a learner sits with the head of centre. SQA will only accept requests that have been approved by the head of centre.



On the Day of an Exam

- All details of exams can be found on the SQA noticeboard
- Candidates will be allocated a numbered seat which they **must occupy** for the duration of the exam
- Pupils are allowed to bring water into the exam room. No other drinks will be permitted. Food should not be consumed during exams
- Pupils must adhere to instructions issued by the invigilators
- Misconduct of any kind during an exam will be reported to a senior member of staff and an invigilator report will be submitted to the SQA
- All pupils must wear full school uniform



On the Day of an Exam Cont...

- Pupils should arrive at the Street area of the school at least 10 minutes before their exam start time
- You should check the SQA noticeboard for information about the venue of your exam and your allocated seat number
- You should then go directly to your exam room and under the instruction of the invigilation team, make your way into the exam as soon as possible
- You should ensure that **all mobile phones and smart wearables are switched off** and placed where instructed by the invigilator

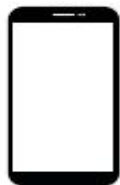
Prohibited Items

Prohibited items are things that you must not have with you at your allocated seat or desk in the exam room, unless they have been approved by us as part of an assessment arrangement for the exam you are sitting.

Prohibited items include the following:



Electronic devices such as iPods, tablets, earpods, smartwatches or any other device that stores information or can connect to the internet



Mobile phones



Extra information
- books, sketches or paper, and anything written on your clothes or body



Pencil cases or calculator cases



Calculators, except for exam papers where calculators are allowed



Dictionaries, except for exam papers where dictionaries are allowed



Notes, except for exam papers where notes are allowed





SQA Exam materials

Removal of any materials from the exam room by a pupil is not allowed. The SQA state that:

“Under no circumstances may a question paper of any kind be removed from an exam room, by a candidate. The removal of exam responses by a candidate is a serious breach of regulations and must be reported to the chief invigilator. SQA must be notified of any such instances which occur during an exam. At the end of the exam, an Invigilator Report Form would be completed and sent to SQA.



Invigilators

The people who supervise 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** listen to and follow instructions that the invigilators give you. If anything unexpected happens to you during an exam, such as feeling unwell, you should tell the invigilator immediately.

You should treat all invigilators with respect and behave appropriately at all times. Invigilators need to submit a report to SQA if a rule is broken. This will trigger an SQA investigation.



Writing Your Answers

You must use a pen with black or blue ink. Do not use gel pens as these can fade.

When writing on unlined pages, try to leave a space of about one centimetre between lines.

Remember to cross out any rough work, or any unwanted answers if you make more than one attempt at a question. Please don't use correction fluid (tip-ex) to cover up any rough work or unwanted answers.



Leaving the Exam Room

If you finish early or have attempted as much of the exam as you can, and you want to leave the exam room, raise your hand and ask the invigilator for permission to leave.

You will not be allowed to leave the room within the first 30 minutes of an exam and often during the last 30 minutes of an exam.

If the exam lasts 1 hour or less, you will not be allowed to leave early and will be required to remain in the room for the full exam.

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



Fairness

Everyone should have a fair chance to do their best during exams. Cheating and causing a disturbance during an exam are unfair to other candidates. Examples of cheating and unfair behaviour (candidate malpractice) include:

- ◆ Having prohibited items with you at your seat in the exam room
- ◆ Pretending to be someone else or getting someone else to take an exam for you
- ◆ Disruptive behaviour in the exam room
- ◆ Using rude, abusive, offensive or discriminatory language or images in your answers.
- ◆ Copying from another person
- ◆ Collusion: working with other candidates on an individual task that must be your own work
- ◆ Plagiarism: failing to reference sources properly or presenting someone else's work as your own

Any cheating or unfair behaviour can have serious consequences for your results. This could include losing marks, getting a lower grade or having your qualification cancelled.



Security Of Exams

In all SQA exams, the following mitigations will be used to protect the security of exams. Pupils and parents/carers should be aware that failure to comply with these rules is SQA malpractice which can have serious repercussions for young people:

- **mobile phones** and **all other smart devices including smart watches** should be switched off and placed where instructed by the invigilator
- school bags should be left where instructed by the invigilator
- pupils should only have the required equipment at their desk, e.g. pen, pencil, rubber etc.
- bottled water is allowed at a candidate's desk should they wish
- exam papers and completed work should remain on the candidate's desk at the end of the exam - no pupil can remove any exam materials from the room
- there should be no talking to other candidates at all during the exam



Assessment Arrangements (AA)

Pupils who receive Assessment Arrangements such as digital papers, readers, scribes etc. in class assessments should continue to receive these arrangements in final exams.

Different arrangements may be in place for different subjects for pupils depending on the nature of the exam. Mrs Gallagher, our PT Support for Learning should have spoken to you if you are getting Assessment Arrangements. Should you be concerned that you are entitled to AA and these are not in place, please contact Mrs Gallagher as soon as possible.



Results Day

- SQA results day is **Tuesday, 8 August 2023.**
- My SQA
 - If you are in S5 or S6 and have previously registered to receive SQA results by text or email (as well as post), this will already be the saved option for this session.
 - Search 'MySQA' to sign up for text/email. You will require your Scottish Candidate Number to do this.



Appeals 2023

- Appeals 2023 is a free service that you can use if you have genuine concerns about a grade (or grades) on your results certificate. You can appeal directly to SQA or ask the school to do this for you. We recommend that you contact the school about an appeal and information will be shared regarding this on SQA Results Day through our electronic communication channels.
- Your appeal will be prioritised if you have a conditional place at university or college, or in training or employment that depends on your grade.



Appeals 2023 cont...

This year's appeals service will have a different process to the one used last year as alternative assessment evidence **will not** be looked at.

This year, if you appeal against your grade, a senior marker will carry out a marking review of your SQA-marked assessments.

This is not a re-mark.

A marking review checks that:

- all parts of your SQA-assessments have been marked;
- the marking is in line with national standards;
- the marks given for each answer have been totalled correctly; and
- the correct result has been entered on our system.

Please note that after being reviewed, your result could stay the same, go up or go down.

Link to SQA Appeals information is available [here](#).



Key Points

- **Registration**
- **Absences**
- **Uniform**
- **Exam Timetable**
- **Seat Numbers (noticeboard)**
- **Equipment needed**
- **Lunch**
- **Assessment Arrangements (Mrs Gallagher)**
- **New Flooring**



Good luck and remember, all you can do is try your best!

TIP: Try to make use of supports available to you:

- Websites/Apps: SQA, BBC Bitesize, SCHOLAR, e-sgoil
- Google Classrooms
- Friends, siblings, parents, teachers
- Past papers/revision materials
- Commit to a study timetable

Work as hard as
you can
and then
be happy in the
knowledge you
couldn't have
done anymore