



Hyndland Secondary School

S.Q.A. Examination Assembly 2015



Preparing for your exams

- Today you will be issued with an individualised timetable for your SQA exams.
- In your SQA 'My Exams' Booklet there is also a full timetable, it can also be found on the school website.
- Check each subject and level – ensure this information is correct!

Equipment for your exams

- It is important to make sure you know what equipment you need to bring with you for each exam.
- Calculators can be used in other exams, not just Maths so check with each class teacher.
- Pencil cases are no longer allowed to be kept on your desk in the exam hall.
- Always remember to bring spare pens with you!

Your Scottish Candidate Number

- You must enter this accurately, neatly and legibly on each exam booklet.
- It is important that you know this number.
- You should use the SCN card which can be found at the back of your 'My Exams' booklet.

Your Name and Address details

- Please check the address on your individualised timetable today.
- This is the address that the SQA will send your SQA Examination Certificate to.
- If there are any errors, you must alert either Mrs Forrester DHT or the school office asap.



During your exams

- You will be allocated a seat number for each exam.
- Seating plans are displayed in the noticeboard at the main entrance to the Lauderdale Building. You should check this before heading to the Hall.
- It is important that you sit in the correct seat allocated to you for each exam.

Before your exam starts

- You should head to the Fuel Zone once you have checked the main noticeboard for your seat number.
- Wait in the Fuel Zone – either a member of staff or SQA Invigilator will come to collect you from there and take you to your assessment.

In the Exam Hall

Things you must not have in your possession during the exam:

- Mobile Phones – must be switched off and kept at the back of the exam hall
- Electronic devices
- Calculator – except in specified exams
- Dictionary – except in specified exams
- Cases – calculator or pencil
- Books, notes, sketches or paper of any kind.

Writing your answers in the exams

- Use a pen with black or blue ink (do not use gel pens).
- Only use a pencil where you are told to in the instructions.
- You should try your best to write neatly and legibly.
- You must not use text language or any rude, abusive, offensive or discriminatory language or images.

Leaving the Exam Room

- If you have done as much of a paper as you can, the invigilator may allow you to leave the exam after half an hour.
- You **MUST** ask the invigilator's permission to leave an exam early.
- If you wish to leave, simply raise your hand – you can leave once granted permission to do so.

Your Conduct during the Exams

- You must not copy from someone else, or share your work with anyone else.
- Do not use offensive or frivolous language in your answers.
- Do not behave disruptively or cause a disturbance in the exam room.
- Do not share equipment with anyone else.



General Good Advice

- Arrive in good time – about 15 minutes before the exam starts.
- Take the right equipment in with you.
- Check you have been given the correct paper.
- Complete all your details on the front of the question paper or answer booklet.
- Read all instructions and listen carefully for any announcements or additional instructions from the Invigilator.

Absence from an exam

- If you are unable to attend an exam due to ill-health – your parent / guardian MUST call Mrs Forrester on the morning of the exam (before it is due to start).
- A medical line from your GP will be required that day or the consecutive day.
- A phone call must be made on each exam day!
- Minor ailments such as a cold will not be considered as a valid reason for missing an SQA examination.

No worries...

- If you are concerned about any aspect of the SQA exams, speak to either your Pastoral Care Teacher or Depute Head Teacher for your year (Mr Mochan or Mrs Forrester).
- All anyone can ask is that you try your very best in each exam. If you can honestly say you have done that then you have done your part!

Results / Post Results Service

- Results day is Tuesday 4 August.
- Remember you can sign up for text or e-mail results too.
- School will be open on the day of the results – come in if you need advice / wish to discuss anything.
- See website / parental letter on Post Results Service – deadline for requests is Tuesday 11 August – in writing.