



WICK HIGH SCHOOL

LEARNING - AMBITION - RESPECT

YOUR EXAMS

Pupil Guide to Prelim SQA Exams

FORMAL ASSESSMENT

- This guide tells you what you need to know about your exams. It contains essential information and rules that you must read before your exams start, even if you have had assessments before.
- It is important that you know what to expect in your exams in order to support you to do the best you can.
- You must write your name on all paper you use. You should also include your SCN – Scottish Candidate Number. You may take this number into an exam with you.

TIMETABLE

- You will be issued with an individual exam timetable.
- This will tell you where your exam will take place and in which seat you must sit.
- The exam will be run by our team of SQA invigilators with our Chief Invigilator in charge of all exam halls.
- You must remain in the exam hall until you are given permission to leave at the end of the exam.

- Rooms we use for exams are:

- **B.o.16** **Games Hall**
- **B o.28** **Dance Studio**
- **B o.31** **Small Dance Studio**
- **French/Music rooms for listening exams**



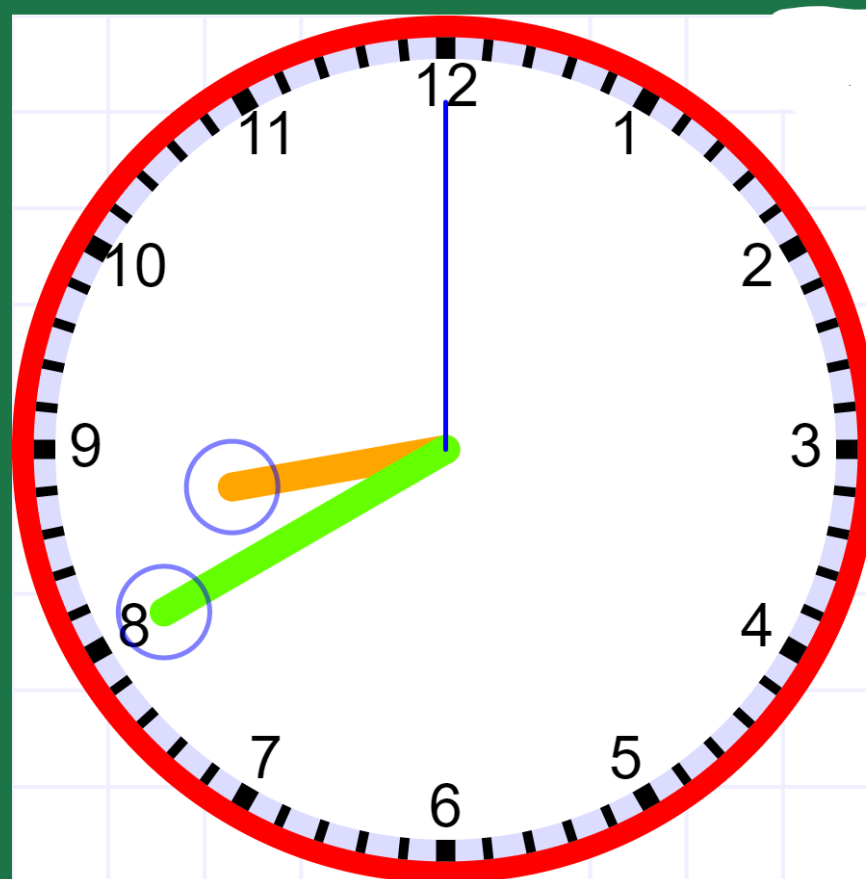


INVIGILATORS

- 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 any instructions** the invigilators give you.
- If something unexpected happens to you during an exam, such as feeling unwell, you should tell the invigilator immediately.

ON YOUR EXAM DAY/TIME

- Arriving for your exam You should be outside the exam room **at least 10 minutes** before the exam is due to start.
- You must go to registration when you arrive in school and we also register pupils in the exam hall, with the invigilator supplying a list of those present.
- Pupils with AAR, not in the main exam halls, should meet outside the Pupil Support Office 10 minutes before the start of the exam.



FAIRNESS – EXAM CONDUCT

Everyone should have a fair chance to do their best during exams. Cheating and causing a disturbance during an exam is unfair to other candidates.

Examples of cheating and unfair behaviour (candidate malpractice) include the following:

- 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 •
- 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 and your future. This could include losing marks, getting a lower grade or having your qualification cancelled.

EXAM ROOM – PROHIBITED ITEMS



Mobile phones



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



Extra information - books, notes, 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

- You will not be allowed to take your bag into the exam hall.
- It is important that you remove anything you may need for your exam before you store your bag.
- Bags should be placed in the downstairs PE changing rooms, where they will be locked securely during the exam. A member of staff will supervise this.
- A member of staff will open the changing rooms after the exam to enable you to collect your bag.

✓	DO	Arrive in good time – at least 10 minutes before the exam starts.
✓	DO	Bring the right equipment – black or blue ink pens and so on.
✓	DO	Check that you don't have any prohibited items with you at your seat.
✓	DO	Check you have been given the correct exam paper.
✓	DO	Do put your name, SCN and the name of your school or college on every piece of work you hand in (including separate answer booklets and answer sheets).
✓	DO	Write legibly so that the markers can read your answers.
✓	DO	Read all instructions and listen carefully for any announcements from the invigilator.
✓	DO	Cross out any rough work that is not part of your answer.
✓	DO	Stay in the room until the exam is finished. You can only leave early with permission from the invigilator.

REMEMBER

X	DON'T	Take any prohibited items to your seat.
X	DON'T	Behave in a disruptive way or cause a disturbance.
X	DON'T	Copy from anyone else.
X	DON'T	Share your work with anyone else.
X	DON'T	Share equipment with anyone else.
X	DON'T	Use any rude, abusive, offensive or discriminatory language or images in your answers.

REMEMBER



WICK HIGH SCHOOL

LEARNING - AMBITION - RESPECT

GOOD LUCK

- We know that you and your teachers have been working hard to prepare for your exams.
- Remember to have breakfast/snack before your exam.
- Try and get an early night the night before - sleep helps your brain function better
- Set an alarm to make sure you arrive in school in plenty of time
- Remember to read all questions carefully
- And finally, breath. Exams are to show what you can do.



WICK HIGH SCHOOL

LEARNING - AMBITION - RESPECT

AAR ARRANGEMENTS

- PSAs will be the exam support for your prelim exams.
- You should meet them at the Learning Support Department 10 minutes before the exam starts.
- Pupils in SA should also meet at the LS Department 10 minutes before the exam starts.
- They will then take you to the room that you will be in.
- **DO NOT GO STRAIGHT TO THE EXAM ROOM – This will cause confusion and delays.**