



SQA Assembly March 2023





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St Andrew's RC Secondary School



SQA Exams



- 6 week diet of exams.
- 24th April -1st June 2023.
- Exams will take place in the Games Hall.
- SQA Exam Timetables will be issued at the end of the assembly and can be accessed via SQA website.
- ***Go through the timetable and highlight each subject / level that applies to you***



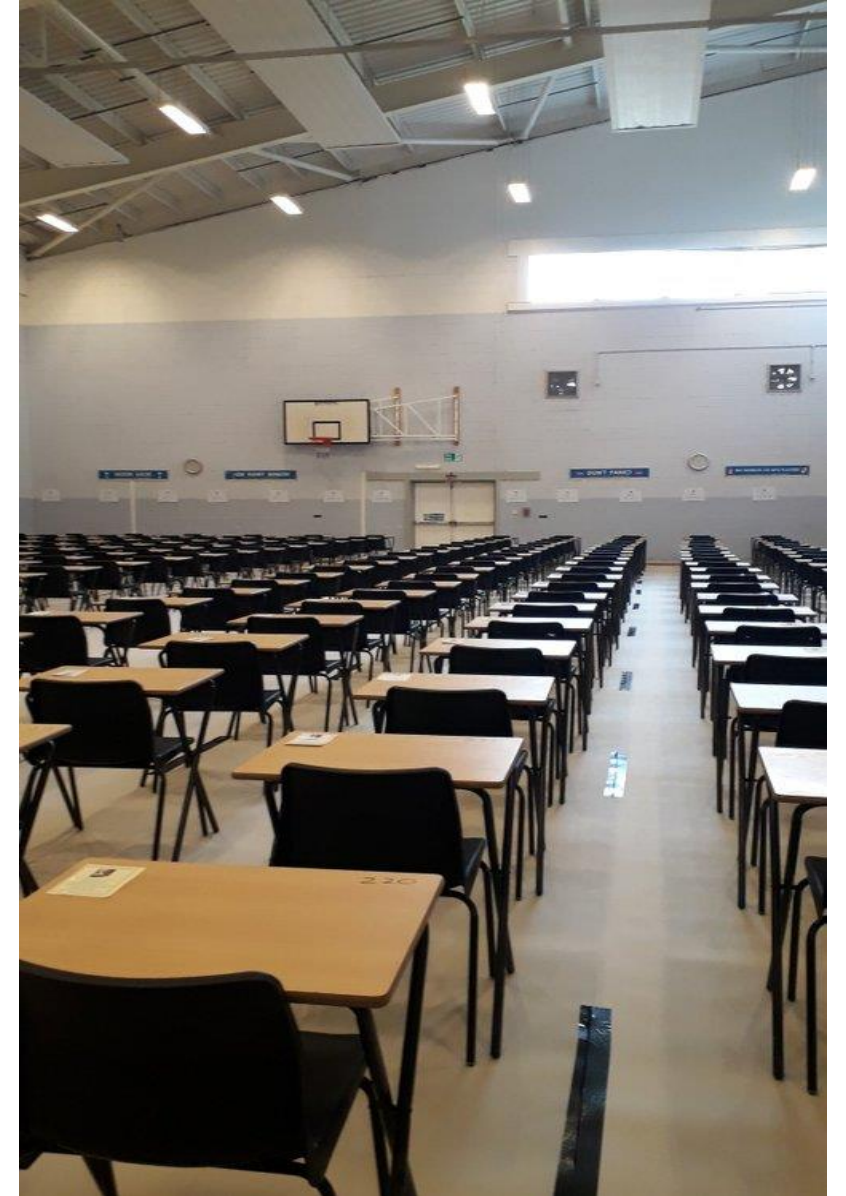
Things to look out for:

- Please note the timings of each exam VERY carefully- there may be some exams that extend beyond the end of the school day which means you will have to make your own arrangements to travel home if you get the school bus.
- Check that there are NO clashes ie two exams that start at the same time and let me know asap if there so that I can alert the invigilators.
- From a first look, this will NOT affect S4 but MAY affect some S5/6 sitting different levels in different subjects.
- If you have two exams on the same day, check how much time you have between one finishing and another one starting.



What to expect

- This is what the exam hall looks like:



Mobile phones



- SQA have a very strict policy about mobile phones.
- NO mobile phones are allowed in the exam hall - not even in your pocket or in your bag.
- You won't be able to bring your phone (or any other device) into the exam hall.



- For exams taking place in the Games Hall, you will be allocated a seat number - it is important you sit in the correct seat.
- When you sit in your exam, you must check the exam paper that is in front of you.
- Check the subject and the level are correct and what you are meant to be sitting.
- You are allowed a clear pencil case on your desk.
- The chief invigilator has asked me to remind you that NO GEL PENS should be used as they smudge on the SQA answer booklet paper which is very glossy and you could potentially lose marks if your answer becomes illegible.
- Also pencil should only be used where the exam requires it; PEN must be used otherwise your answers may not be correctly scanned.
- Bring some spare pens and pencils in case one runs out.
- Bring a calculator, ruler and a rubber too in case you need it.



Timings

- It is really important that you arrive **early** on the days you have an exam (20 mins before the exam starts).
- You will be asked to line up in the Crush Hall 15 minutes before the exam is due to begin, before quietly and calmly entering the exam hall.
- Exams have strict timings, so it's important that they start on time.
- You can check how long you have left using the large clocks on the wall.



Latecoming

"Candidates arriving late for an exam may be admitted up to 30 minutes after the start time of the exam. No extension of time can be granted to latecomers, no matter what the reason for their lateness." - SQA



- Once you are told to start the exam, regular exam conditions apply, so you are not allowed to talk or look around at other candidates.



SHHH!!!

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- SQA impose severe sanctions for any candidate who is believed to have been cheating. This can affect all of your subjects.



Candidate number

- Each of you have a unique candidate number - this is how SQA identify you.
- You **must** write your candidate number on the front of your exam paper.
- You will receive a small credit card size piece of card where you can write your candidate number - you are allowed to take this into your exam and sit it on your desk.
- Please ensure you write your DOB and NOT the actual date!
- This helps the invigilators to identify you when sorting the papers or if you accidentally write down a wrong digit on your candidate number.



Additional Assessment Arrangements

- Some candidates require extra arrangements for exams, such as extra time, use of ICT, sitting the exam in a separate room etc.
- If you are having additional assessment arrangements, you will sit your exam in one of 4 rooms: **ICT 1, ICT 6, ICT 7, or ICT 8** - please make sure you go to the correct room!
- **ALL AAA** candidates will have received a letter informing you of your additional arrangements before the end of term.



SQA Candidate Declaration



St Andrew's RC Secondary School – SQA Declaration 2023



Name: _____

Class: _____

The SQA Exam Diet is scheduled to start on 24th April 2023

Schools have been gathering evidence throughout the year which will be used to determine an estimate grade.

There are different types of evidence – portfolios, assignments, folio pieces, class tests, homework tasks, classwork tasks and assessments under exam conditions. This is to enable us to build a profile of each learner through tracking and monitoring in each subject area. Each piece of evidence is a chance for you to show you know your subject.

Sources.

It is important to know that you cannot copy material from other sources and include it as if it were our own work.

- Use 'quotation marks' around any text which has come from a source and clearly identify the source
- Reference and diagrams or illustrations.
- Create a Bibliography – a list of sources you have used.

Plagiarism.

You must not pretend that others people's work is your own. Passing off other peoples work as your own is called 'plagiarism' and is cheating.

It is not your own work if:

- All or some of it has been produced by someone else
- It has been done by someone who has produced similar work in the past
- It is example work produced by your teacher
- You have copied it from a book, website, essay bank or directly from another pupil.
- You have accessed the internet or your class notes during an assessment under exam conditions.

Collusion

Working with others when you should be working on your own is called 'collusion'. Everyone involved in collusion is breaking the rules – not just the person who has asked for help. Collusion is cheating.

Spotting Plagiarism and Collusion

Teachers are familiar with your work and can spot changes in your writing style and language. Teachers know their subject well and can spot work which has come from internet sources rather than from lessons and classwork sources. Teachers recognise copied phrases and text and the SQA uses software to identify which source the phrases have been taken from.

Exam Conditions

When you sit an assessment under exam conditions this means:

- You should not talk or communicate with any person in the room except the teacher.
- If you need to speak to the teacher, raise your hand and wait for the teacher to respond.
- You should be responding to 'unseen' questions and not have any knowledge of the paper in advance.
- Do not ask friends about the content of the assessment – especially those who have completed the assessment before you – this is Collusion.
- You must not access your phone, iPad, smart watch or other device with storage or internet access.
- The only items on your desk should be stationary associated with the assessment e.g. clear pencil case, pen, pencil, question/answer paper, ruler, calculator etc.
- You have access to Alternative Assessment Arrangements, AAA such as extra time, access to ICT etc. This must have been agreed with Ms Glass, PT Support for Learning in advance of any assessment.

Plagiarism, Collusion and breach of Exam Conditions are all forms of cheating!

Declaration

You are being asked to sign this declaration to demonstrate your commitment to fairness in the examination process. We want all our young people to be rewarded for their hard work in studying and preparation for assessments and to achieve results which accurately demonstrate their ability.

I confirm that I have read the information above and understand it.

I understand that a penalty will be imposed where the rules have not been followed.

I understand that the penalty for any form of cheating may include:

- The marks for a piece of evidence being reduced
- A piece of evidence being awarded zero marks
- Your qualification in that subject being cancelled
- All of your qualifications for the entire year being cancelled

Pupil Signature: _____

Name: _____ Class: _____

What do I do if I am absent?

- If you are sick on the day of an exam, or there is a family emergency **do not panic!!**
- Contact the school - phone the school office / email your teacher / Pupil Support teacher / Head of Year.
- We will ask you to provide evidence : a medical certificate



How to prepare

- Get organised!
- Have a folder for each subject and organise all your notes within each folder (unit by unit).
- Make a study timetable - plan your time.
- Build in short breaks to your study plan.
- Come to Easter revision sessions.
- Try past paper questions.
- Use online resources such as West OS Partnership/ Achieve Website/ Esgoil/ SCHOLAR/ BBC Bitesize all of which have excellent resources, practice questions with answers and tutorials.



Ways to study

- Revision mind maps
- Flashcards
- Past Paper questions/answer keys from SQA Understanding Standards subject page.
- Voice record notes/facts and listen back
- Make summaries of your notes - highlight key points
- Add diagrams to explain facts



MySQA

- By registering for MySQA, you can choose to receive your exam results by text or email on results day.
- You will also be able to check you details such as name spelling, address etc..
- You can find out more at www.sqa.org.uk/mysqa.



24th April - 1st June 2023

Good luck! 😊

