

Your Exams 2022

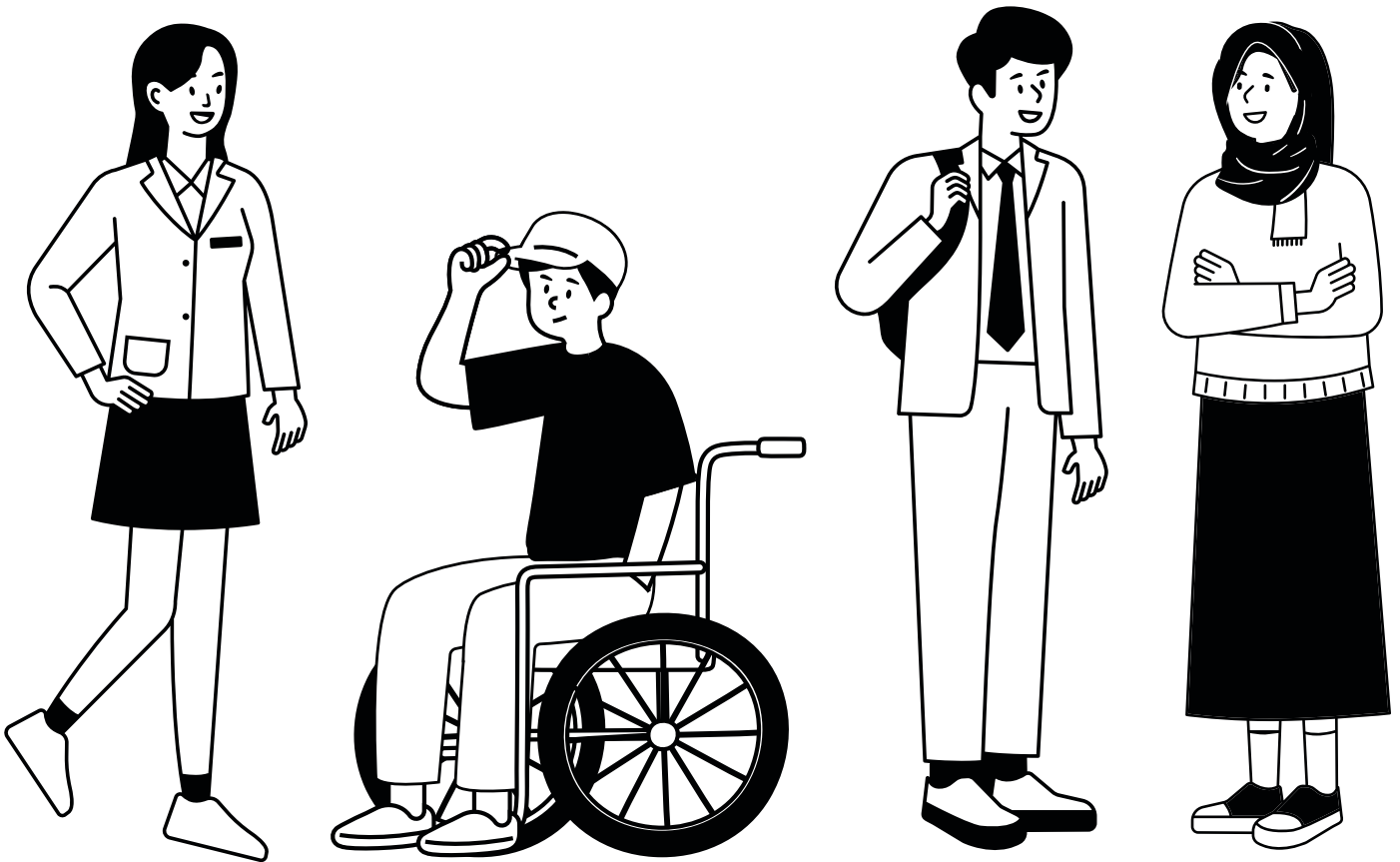
What you need to know about
National 5, Higher and
Advanced Higher exams

Schools edition



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Your Exams

We know that the disruption to your learning over the past two years has been worrying and that you may be about to sit national exams – National 5, Higher or Advanced Higher – for the first time. In these circumstances it's even more important that you have all the information you need before your exams. This booklet 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 in this guide, which are there to make sure that exams are fair for everyone.

If you are not sure about the rules, speak to your teacher. They will be able to tell you what could happen if you break the rules. You might also find it useful to share and discuss this information with your parent or carer.

Remember to prepare, stay calm and do your best.

You'll find lots more helpful information at www.sqa.org.uk/learners

What is happening with exams in 2022?

In August 2021 the Scottish Government announced that exams would take place in spring 2022, if safe to do so. At the same time, and to allow for loss of learning due to COVID-19, modifications to the assessment requirements for each course were also announced. The way assessment has been modified depends on the subject, but it can include reduced content coverage in exams, advance notice of the areas to be covered by the exam, and removal of some exam components.

Having reviewed the levels of disruption to education and taken account of public health advice, the government has announced that exams will now take place with support for learners to help you revise for your exams.

This support is available for all courses that have an exam. Your teacher will be able to tell you more.

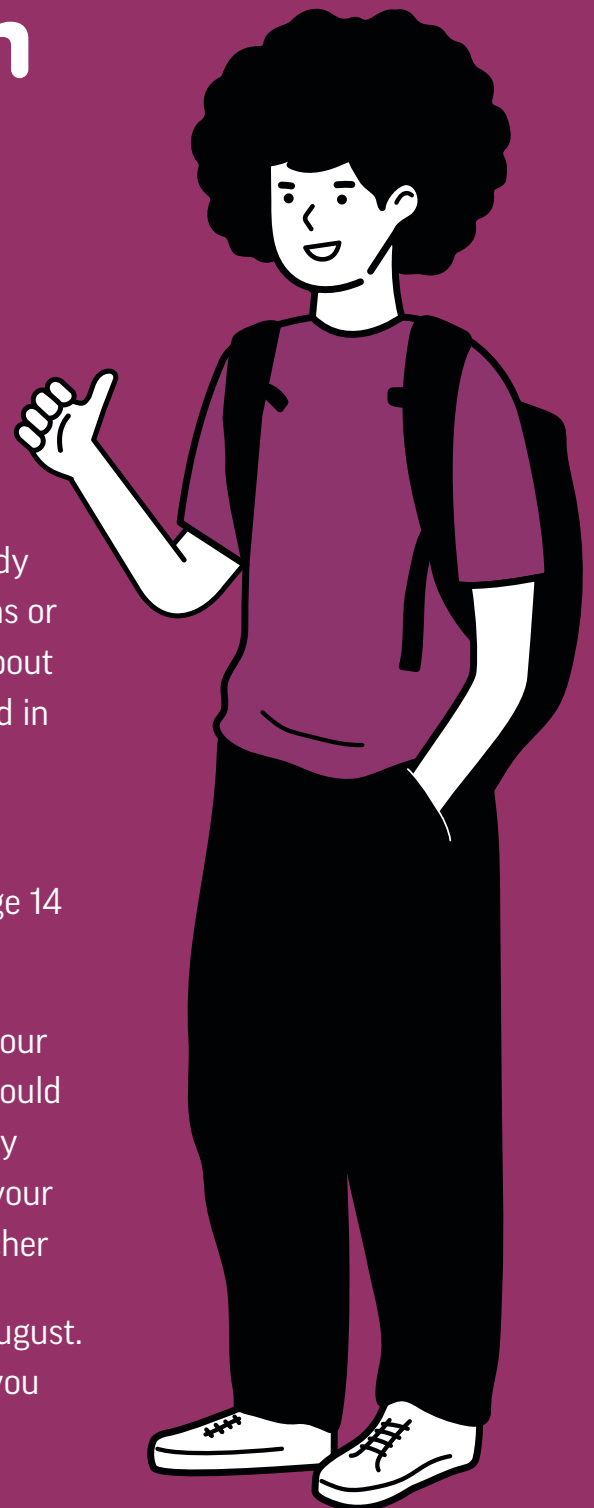
The support that's available reflects:

- ◆ the different types of exams
- ◆ any modifications to the exams that are already in place
- ◆ how much is being assessed in each exam
- ◆ the nature of what's being assessed in each exam

You can find out more about the type of support that's available for each course, and assessment modifications, at www.sqa.org.uk/nqmodifications

Important things you need to know about exams in 2022

- ◆ Exams will take place from April – June, with assessment modifications and support for revision.
- ◆ Support for revision could take the form of a study guide (useful tips and ways to approach questions or common errors), or there could be information about a topic or context that will or will not be assessed in the exam.
- ◆ The Examination Exceptional Circumstances Consideration Service is available. Please see page 14 for further information.
- ◆ Your school will submit an estimate for each of your courses before the exams start. Your teachers should tell you your estimate for each course before they submit it to SQA. If you have any queries about your estimate, it's best to discuss them with your teacher
- ◆ You will get your results by post on Tuesday 9 August. You can also get your results by text or email if you sign up to MySQA at www.mysqa.org.uk
- ◆ There's a free appeals service. You will be able to appeal your exam results, if they are lower than your estimate, either directly or through your school. (See page 16 for more information.)



Can the exams still be cancelled?

While it remains the strong intention for exams to go ahead, the Scottish Government could decide to cancel the exams if public health restrictions mean that physical gatherings are not permitted at the time of exams. This decision cannot be taken until nearer the time when the public health situation is clear.

If this does happen, your teachers will provide a provisional result for each of your subjects.

Your provisional result would be based on assessments that you have already completed during the year so you should not need to sit any further assessments for teachers to determine your provisional results.



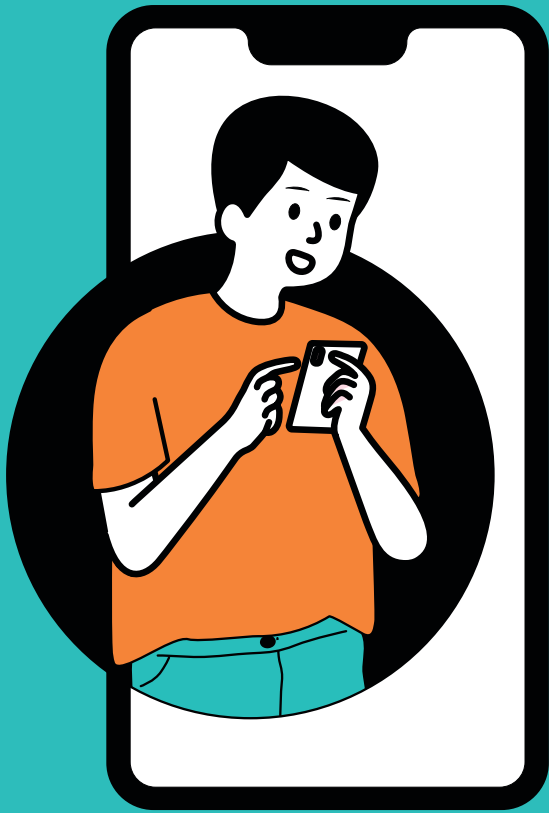
Support during exams

If you need additional support while sitting your exams, arrangements can be made to give you an equal chance to show what you know and what you can do. You don't need to ask us about these assessment arrangements – your school will make the arrangements for you if necessary.

'Assessment arrangements' allow learners who are disabled, and/or have additional support needs, to use different ways to complete an exam. **Assessment arrangements** in exams will usually be similar to the support you receive during normal teaching and assessments in school.

If you would like to know more about these arrangements, speak to your teacher.

Preparing for your exams



Timetable

You can see the latest version of the exam timetable at www.sqa.org.uk/timetable This shows the dates and times of your exams.

Always double-check the times of your exams with your teachers as schools can change the start times slightly.

Make sure you know what exams you're taking, when they are, and where they are. Ask your school which teacher will be in charge of SQA exams on the day. You need to know who this is so you can report to them if you arrive late.

SQA apps

There are free apps to support you at exam time.

The **MyExams** app lets you create and view your personal timetable, add notes, and add your personal timetable to other calendars.

The **MyStudyPlan** app helps you to organise your revision by creating a personal study plan.

You can also create your own personal exam timetable using the online

Personal Timetable Builder

Find out more at

www.sqa.org.uk/studyplan



Past papers

You can prepare for your exams by practising with previous exam papers.

You can download these, together with instructions for marking them and course reports about what learners did well and areas they found difficult, from

www.sqa.org.uk/pastpapers

Your Scottish Candidate Number

Your Scottish Candidate Number (SCN) is your personal identification number. We use your SCN to record and track all of your achievements.

Your school will be able to tell you what your SCN is. Make sure you know it as you will need to write it clearly on your exam answer booklets.

To help you, you can cut out the card at the back of this guide (or a printed copy of the card) and fill in your details. You can take this card into the exam room as long as you don't write anything else on it.

If you write anything else on the card, your exam entry could be cancelled. This may mean that you do not receive any results.

Make sure your details are correct

One of the most common reasons a learner doesn't receive their results certificate is that we have not been told of a change of address. To make sure you receive your certificate on results day, check that your school has the correct details for you, including your correct name and address. Your school will then tell us this information.

You can check your personal details by logging in to your MySQA account. You can sign up for one at www.mysqa.org.uk

If any of your personal details change, or are going to change over the summer, you must tell your school before you finish for the summer holidays.



On exam day

Being ready and prepared for the day of an exam is important. Here is some important information to keep in mind.

Arriving for your exam

You should be outside the exam room at least 10 minutes before the exam is due to start. If you are late, you must report to the teacher in charge of SQA exams on the day. They will let you know if you can sit the exam.



Desks

In most schools, you will be given a desk or seat number for each exam. Make sure you know this number before each exam.

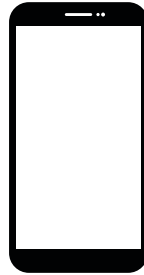
Prohibited items

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.

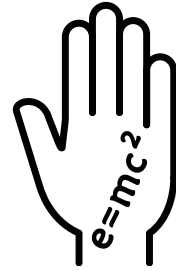
Prohibited items include the following:



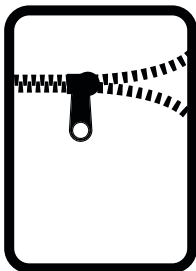
Electronic devices such as iPods, tablets, earpods, smartwatches or any other device that stores information or can connect to the internet



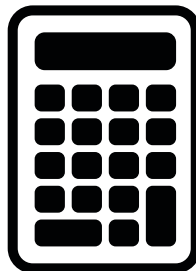
Mobile phones



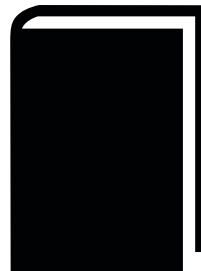
Extra information – books, sketches or paper, and anything written on your clothes or body



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

Before you go to your seat in the exam room, check your bags and pockets carefully to make sure you do not have any of these things with you. You must not take any prohibited item to your seat – plan ahead and leave them in a safe place.

When specific items are allowed in an exam, you must make sure that they meet SQA regulations. Your teacher will be able to give you more information. You must make sure that the items do not give you access to information that you are not allowed to have in the exam.

You are not allowed to share any equipment during an exam.

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 anything unexpected happens to you during an exam, such as feeling unwell, you should tell the invigilator immediately.



Question papers and answer booklets

It is important that you read the instructions on the front of your question paper and check the subject and level are correct.

You will get **either**:

- ◆ a combined question paper and answer booklet – you must fill in your details clearly on the front page of the booklet, in the boxes provided **or**
- ◆ a separate question paper and answer booklet – you must fill in your details clearly on the front page of the answer booklet, in the boxes provided

If you use extra sheets of paper, you must write your name, Scottish Candidate Number (SCN) and school name on each sheet and put these inside your answer booklet.

If you need extra paper, raise your hand and ask the invigilator. In some subjects, you will find extra pages or graph paper at the end of the answer booklet.

Work through your question paper until you see the statement END OF QUESTION PAPER. There will be nothing else you need to answer after this.

In a question paper, pages that don't have any questions or instructions will say BLANK PAGE on them. No page should be completely blank. If you find a completely blank page before the END OF QUESTION PAPER statement, tell the invigilator.



Writing your answers

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

It is important that the markers can read your writing. They will do their best to read your work, but they might not be able to award marks if your writing is difficult to read.

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

In some subjects, poor spelling and punctuation could also result in marks not being awarded. If you have any concerns about this, or about your handwriting, speak to your teacher.

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 to cover up any rough work or unwanted answers.

Leaving the exam room

If you finish early or have done 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. If the exam is longer than one hour, the invigilator may allow you to leave after 30 minutes. If the exam is less than one hour, you must stay in the exam room until the end of the 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. Your school can explain more about this.

What if I cannot sit the exam or there is a serious disruption during the exam?

You or your parent or carer should contact your school as soon as possible, explaining what has happened.

They will be able to discuss your options and whether or not you would be entitled to access the Examination Exceptional Circumstances Consideration Service. If you are eligible for the service, your school would need to contact us. They must do this within 10 days after the exam, so it's really important that you speak to them as soon as possible, giving them all the information about what happened.



Exceptional Circumstances

The Examination Exceptional Circumstances Consideration Service (EECCS) will support you if:

- ◆ you have been unable to attend the exam or prevented from completing the exam due to a personal circumstance outwith your control (such as a medical issue) or
- ◆ you have been affected during the exam by a disruption, or other exam circumstance, reported by the chief invigilator

Public health guidance about COVID and the need to self-isolate may change before the exams start. Should self-isolation remain a requirement for individuals who test positive, this will be a valid reason to request consideration under EECCS in 2022.

The service is not available if you have completed the exam but feel that you have underperformed due to a personal circumstance. If your result is lower than your estimate, you may be able to use the 2022 appeals service.

Exam stress, distraction or loss of concentration during an exam are not valid reasons to use this service.

Your school must submit the request within 10 days after the exam, so it's really important that you speak to them as soon as possible after the exam, giving them all the information about what has happened to you. You must give your permission to your school to submit your request to SQA for EECCS consideration. Your school will then need to provide alternative evidence of your schoolwork. This could be prelims, class tests, class work, records of performances (in some subjects). SQA examiners will review this, and any exam materials that you have completed, and decide your grade.

Full information on EECCS is available at www.sqa.org.uk/exceptionalcircumstances

Your results

Getting your results

You will receive your exam results by post on Tuesday 9 August.

Your school will also receive your results. If you have applied to a university or college through UCAS, they will also receive your results.

If you don't receive your certificate on results day, contact your school immediately. They will be able to tell you your results and will work with us to find out what has happened to your certificate.

If you think there's an error on your certificate, or something looks wrong, contact your school.



MySQA

To get your results by text message or email, you'll need to sign up at www.mysqa.org.uk. You will still receive your certificate by post.

It's important to keep your details up to date. If you change your mobile number or email address after signing up for MySQA, you'll need to update your details to receive your text message or email. If you cannot find your results email in your inbox, please check your spam or junk mail folder.

**HAVE YOU
SIGNED UP
FOR MySQA?**

Appeals

The ability to appeal your grade is important. If the grade on your certificate doesn't seem right, you may be able to appeal this either directly to SQA, or your school can appeal to SQA on your behalf. You should discuss this with your school as soon as possible after getting your results.

You will only be able to appeal if your final grade is lower than the estimate that your school submitted to us before your exams. This estimate will be based on your performance in assessments that you have taken during the year. This appeal can be prioritised if you have a conditional place at university or college, or in training or employment that depends on your grade.

There is no charge to appeal your grade.

For full information on appeals visit
www.sqa.org.uk/appeals



Remember



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 put your name, SCN and the name of your school 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.

Do give the invigilator all your exam papers, including any answer booklets, extra sheets, question papers and data booklets before you leave the exam room.



Don't get someone else to sit your exam for you or pretend to be someone else.

Don't take any prohibited items to your seat.

Don't behave in a disruptive way or cause a disturbance.

Don't copy from anyone else.

Don't share your work with anyone else.

Don't share equipment with anyone else.

Don't use any rude, abusive, offensive or discriminatory language or images in your answers.

Remember to

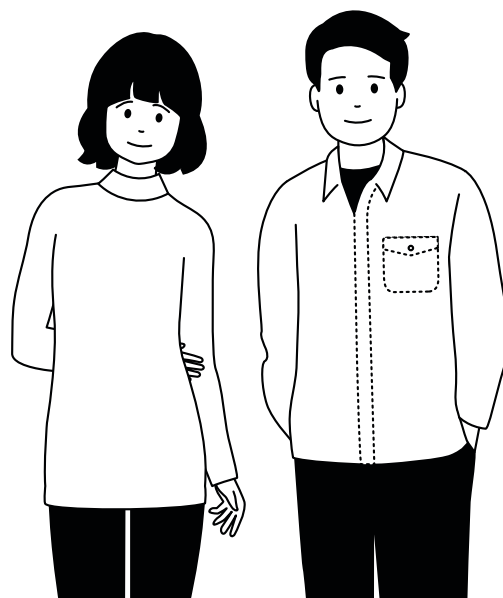
Take your time.

Read the question carefully.

Answer the question being asked.

Double check your answers if you finish early.

Stay calm and do your best.



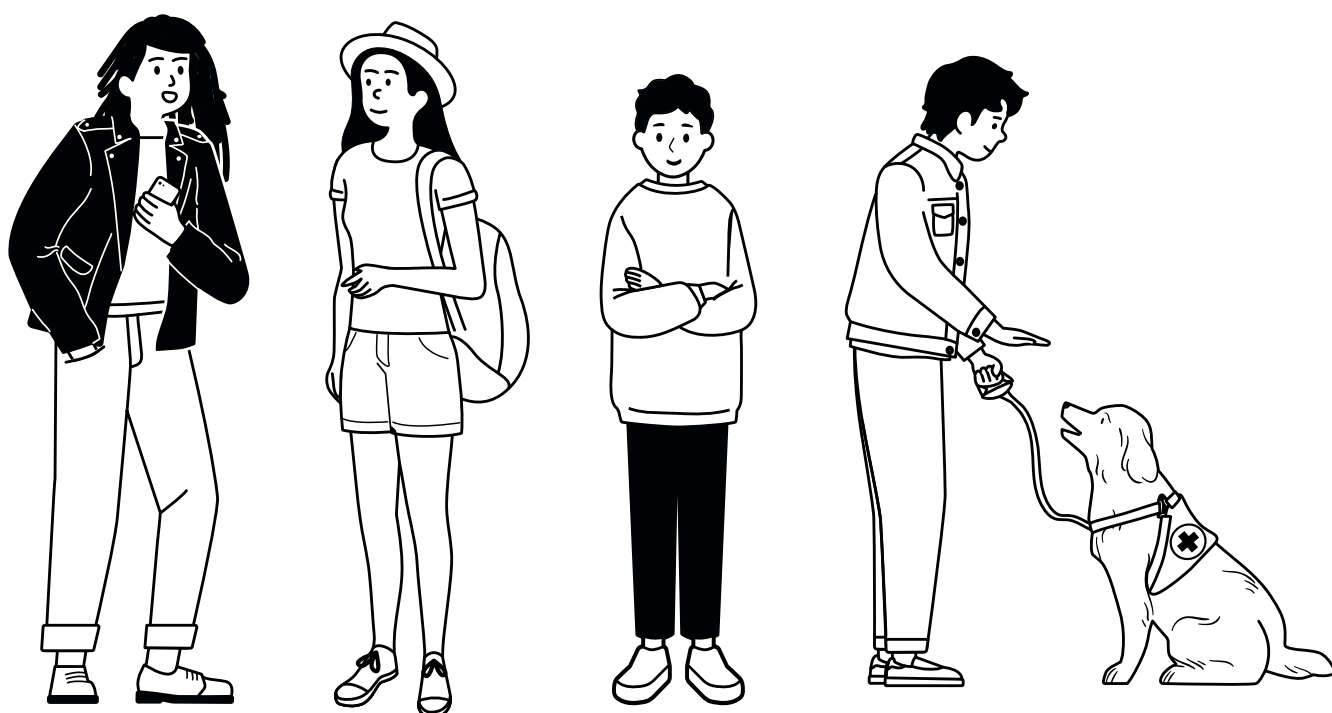
Support

Find out more about your certificate at www.sqa.org.uk/certificate

You can find answers to the most common questions at www.sqa.org.uk/faqs

You can contact us by filling in a candidate enquiry form online at www.sqa.org.uk/candidateenquiryform

If you have any other questions about your certificate, please contact our Candidate Advice Line. You can call **0345 279 1000** or email customer@sqa.org.uk



Your information

We collect information about you from your school and your local authority. We also collect information from your exam papers and other assessment materials.

All this information relates to your qualifications and we use it to:


- ◆ make arrangements for you to do SQA exams and assessments
- ◆ award and issue your results certificate (also known as your Scottish Qualifications Certificate)
- ◆ provide services you have asked for, such as MySQA
- ◆ answer your questions
- ◆ investigate evidence of rule breaking – known as malpractice

We also use it for research purposes and to produce statistics.

We may share some of your information with other organisations, including the Scottish Government, the Universities and Colleges Admission Service (UCAS), your school, and other organisations that provide our services. You can get more details on how we use your information at www.sqa.org.uk/privacystatement

You can ask for a copy of the information we hold about you. You can find out how to do this at www.sqa.org.uk/requestpersonalinformation – look under ‘How do I make a Subject Access Request’.

Please tear off your Scottish Candidate Number card

SCN CARD						
School Name	<input type="text"/>					
Your Name	<input type="text"/>					
Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Scottish Candidate Number	<input type="text"/>					



Got a question?

0345 279 1000

www.sqa.org.uk/learners

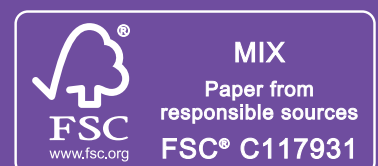


Important notes:

- Write your school name, your name, date of birth and SCN on the card.
- If there is any unauthorised information found on the card it could result in your exam entry being cancelled.
- Immediately tell your school about any change to your permanent home address.
- You cannot get a replacement card if this one is lost or damaged.



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March 2022