

ESTIMATE EXAMS

STUDY LEAVE: WHEN AND WHY?

- Begins: Monday 23 January 2017
- Ends: Friday 3 February 2017 (inclusive)
- Return to school: Monday 6 February 2017

- The Scottish Qualifications Authority can no longer accept an estimate exam result as an appeal if your estimate grade is better than the final result

- The estimate exam performance will be used to determine whether or not you can sit the final exam in May

- Experience of sitting exams under SQA exam conditions helps to prepare pupils for the final exam in May

ON THE DAY

- Arrive in school at least 15 minutes before the exam starts.
- If you arrive late, report to the school office **not** the exam room.
- If you know you are going to be late, phone the school office.
(For example, bus not on time, car broke down)
- School uniform to be worn, as normal, every time you are expected in school.
- Once the exam is over, pupils can remain in school to study silently in a designated area or leave the building completely.

EXAM INVIGILATION

- SQA Invigilators will be supervising exams
- They are in charge – the school cannot and will not reverse an invigilator's decision
- They are following instructions issued to invigilators by the Scottish Qualifications Authority

EXAM CONDUCT: ENTERING THE ROOM

- You will be allocated a seat in the exam room – you do not choose where to sit. Check lists on the noticeboard.
- Enter the room as directed by the invigilator
- All talking **must** cease when you are in the exam room, regardless of whether the exam has started or finished.
- Carefully leave **all** bags and jackets at the front of the room.

ITEMS NOT PERMITTED IN THE EXAM ROOM

The Scottish Qualifications Authority have banned the following items from being taken into the exam room:

- Devices which can be used for electronic communication, including mobile phones, smart watches
- Tablets
- MP3 players or similar
- Calculators with inadmissible data, eg formulae
- Calculator cases
- Spellcheckers (unless authorised under a pupil's official 'AAA')
- Pencil cases
- Books, notes, sketches, paper, or any other unauthorised aid

IMPROPER CONDUCT IN EXAM ROOM

- Misuse of examination material (including question papers, stationery, etc)
- Using inappropriate materials in the examination room
- Use of unauthorised materials
- Possession of unauthorised materials or equipment
- Copying, or perceived copying, from another candidate
- Collusion (working with another candidate)
- Disruptive behaviour in the examination room

IF IN BREACH OF CODE OF CONDUCT

- Formal warning by invigilator ('yellow card')
- Instructed to leave ('red card')
- Exam will immediately be awarded zero marks
- Candidate may be disqualified from all exams
- Note: some breaches may lead to immediate removal from the exam room, bypassing a formal warning
- The Head Teacher cannot overrule the decision of invigilators

WHAT IF YOU NEED HELP DURING AN EXAM?

- If feeling unwell or need the toilet, put your hand up to quietly attract the invigilator's attention.
- A Head Teacher or Depute Head Teacher will be called to escort the pupil to and from the exam room.