

SQA

LINLITHGOW ACADEMY 2022

YOUR EXAMS

WHAT YOU NEED TO KNOW

EXAMINATION DAY

Arriving at the Academy

Bring your Scottish Candidate Number (SCN) which is your personal identification number.

Your SCN is used to record and track all of your achievements.

Arrive at the Academy at least 20 minutes before the exam.

Check the location of your exam and your allocated seat number from the lists in the entrance hall.

If you arrive late you must report to the Pupil Wellbeing Office

Candidates arriving late for an exam may be admitted up to 30 minutes after the official starting time.

The time will not be credited at the end of the exam.

Please try not to bring large bags on the day.

EXAMINATION DAY

During the exam

Mobile phones and smart watches

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

Pencil cases or calculator cases

Calculators, except for exam papers where calculators are allowed.

Dictionaries, except for exam papers where dictionaries 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 these things with you.

You must not take any prohibited items to your seat.

You should plan ahead and leave them in a safe place.

Before every exam starts an Official SQA notice will be read as a warning to candidates regarding prohibited items.

EXAMINATION DAY

Permitted Items

Scottish Candidate Number (SCN) card.

Water bottles

must be placed on the floor.

Pens

Blue or black only. No gel pens or pencils as they may fade.

All final answers must be written in pen.

Pencils Rulers

Calculators

for subjects where calculators are allowed.

Dictionaries

for subjects where dictionaries are allowed.

All dictionaries are checked by invigilator prior to exams.

EXAMINATION DAY

Examination room

**When entering an examination room candidates will be under SQA examination rules.
Only invigilators may enter. Teaching and admin staff by invitation only.**

**Candidates will make their way, quietly, to their allocated seat while the room is checked
for absentees.**

Question papers

**It is important that you read the instructions on the front of your
QUESTION PAPER
and check that the subject and level are correct.**

You must fill in your details clearly on the front page of the booklet, in the boxes provided.

**A final warning about prohibited items such as mobile phones and electrical devices
will be read before the exam begins.**

EXAMINATION DAY

During the exam

Candidate requiring assistance

Candidates should raise their hand to alert an invigilator if they need another answer book, pen, calculator, ruler etc.

Candidates will be expected to remain in the exam room under the supervision of the invigilator for the full duration of the exam.

In the case of pressing necessity, toilet, illness or distress, candidates may be allowed to leave the room accompanied by an invigilator, and allowed to return.

For candidates in AAA rooms, invigilator requires notice to arrange escort. The answer booklet will be retained by an invigilator.

Disruptive candidates

if a candidate is suspected of, or caught breaking the rules they will be cautioned or removed from the room, the incident recorded and reported to the SQA.

EXAMINATION DAY

End of exam

Time up

Stop writing and pens down

will be announced at the end of the exam.

**Candidates will remain quiet and seated while their
answer books are collected.**

**Question papers and data booklets must be left on
the desk
and not removed.**

The invigilating team are here to help you.

Good luck!