



Exams Information - Frequently asked Questions

Q. What do I do if there is a clash on my timetable?

Don't be alarmed if you have a clash on your timetable. You may find that you have two exams scheduled to start at the same time on the same day but in practice your clashing exams will run consecutively, with a break in between if needed, and provided the total duration of all exams does not exceed a total of 3 hours.

You may have to sit one exam at 9.00am then be supervised until 1.30pm, then sit the other exam.

If you are affected by a clash, the Examinations Officer will speak to you and confirm the arrangements in an additional letter which needs to be signed and returned to the Exams office. If in doubt, please speak to Miss Caley.

Q. What do I do if I think I have the wrong paper?

Tell the Invigilator at once if you think you have not been given the right question paper or all of the materials listed on the front of the paper, or if the paper is incomplete or badly printed.

Q. What do I do if I forget my Candidate Number?

Your Candidate (exam) number is printed on your label, which is on your desk in the examination room.

Q. What do I do if I forget the Centre Number?

The Centre Number is 45011.

Our SQA Centre Number is 3021653

Q. What do I do if I have an accident or I am ill before the examination?

Inform the school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a laptop or scribe, but we will need as much prior notice as possible.

You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make a Special Consideration request.

Q. What do I do if I feel ill during the examination?

Put your hand up and an invigilator will help you. You should inform an invigilator if you feel ill before or during an examination.

Q. If I'm late, can I still sit the examination?

Plan your journey carefully especially during TT week when traffic is heavier than usual. If there are unforeseen circumstances and you arrive late but before 10.00am (mornings) and 2.00pm (afternoons) report to Miss Caley. **If you are likely to be later, telephone the school to inform us.**

Q. If I miss the examination can I take it on another day?

No. Timetables are regulated by the examination boards and you must attend on the given date and time.

Q. Do I have to wear uniform?

Yes. Normal regulations apply to uniform, hair, jewellery, make-up etc. You must be wearing full and correct school uniform when the school is open for lessons, i.e. at all times except in TT week and October Half Term. Shorts should not be worn during TT Week.

Q. What equipment should I bring for my examination?

For most examinations you should bring at least two pens (black ink only), two HB pencils, a 30cm clear ruler (marked with cm and mm), a pencil sharpener and a rubber. For some examinations you will need a calculator, a compass, a protractor and coloured pencils (not gel pens). Your teacher should be able to advise you prior to your examinations.

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What is allowed in the examination room?

Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper of the subject concerned.

Items not permitted under examination regulations must be left in your locker. Valuables must be left in your locker.

No food or drink is allowed in the examination room, with the exception of water which must be in a clear, unlabelled see-through bottle.

Q. Why can't I have my mobile telephone/i-watch etc on me in the examination room?

Being in possession of a mobile telephone (or any other electronic communication device e.g iPod, headphones, Apple Watch/any smartwatches/fitbits is regarded as cheating and is subject to severe penalty from the awarding bodies. The minimum penalties are as follows:

- Device found on you and turned ON – disqualification from the entire subject award
- Device found on you and turned OFF – disqualification from the specific paper you are sitting at the time
- Telephone rings during the examination wherever it is in the room – the examination board must be informed and you will be disqualified from all papers (including any already taken)

Q. How do I know how long the examination is?

The length of the examination is shown on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and give you a five minute warning before the end of the exam. They will display the finish time of the examination on the white board(s) at the front of the examination room. There will be a clock in all examinations rooms.

Q. Can I leave the examination early?

It is not Queen Elizabeth II High School's policy to allow candidates to leave the examination room early.

Q. Can I go to the toilet during the examination?

Not within the first and last half hour and only if absolutely necessary.

Q. What do I do if I don't get the grades I need/expect?

The Senior Team, Teaching Staff and the Examinations Officer will be available to advise you on results days. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Department to obtain their advice as to the advisability of requesting a review of the paper. You should be aware that your mark could go down as well as up or even stay the same. Review requests must be submitted to the Examinations Officer by the date on the forms which will be made available on the school website and the entrance hall Examination notice board.