

Senior Pupil Briefing **Friday 31st March** **SQA Final Preparations**

SQA Exams
Support for Pupils

SQA Exams – important information

- Exam Leave begins on Monday 24th April until Thursday 01st June (Induction Days Thursday and Friday 01st & 2nd June)
- If you are in school for teacher/study support or to complete coursework, you must sign in and out at the front office.
- The area opposite the theatre will not be in use. Please use the library should you wish to study.
- Exams do not run to school/period times – **please arrive 15 minutes before the start time of your exam.**
- You must write in black or blue pen – no gel pens or pencils. (pupils with Extra Time to change to different colour)
- For exams in larger rooms, seat numbers will be allocated and printed on the board outside the theatre.
- Exams will be taking place across the school – not just in the theatre – please be mindful of this and know where to go before the start time. The last two weeks of exams will be in the gym, not theatre.

SQA Exams – important information

- Invigilators – trained, qualified, members of our community
- Uniform – all pupils in full uniform
- Plagiarism – zero tolerance
- Glow accounts if not returning to school – transfer any files or documents to a personal One Drive.

SQA Exams – Your Exams booklet

Your Exams 2023

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

School edition



SQA Exams – important information

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.

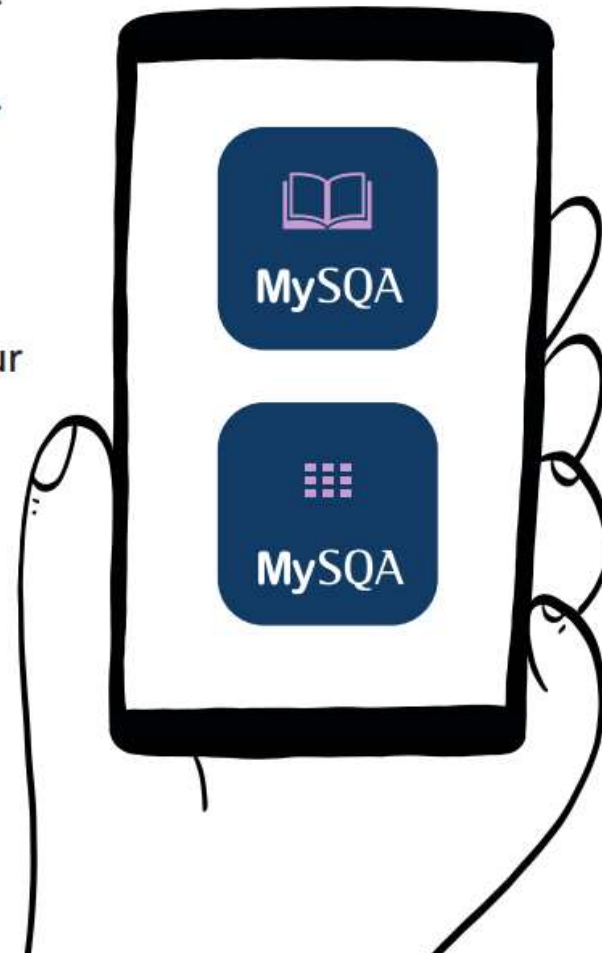
The **MyStudyPlan** app helps you to organise your revision by creating a personal study plan.

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

Personal Timetable Builder

Find out more at

www.sqa.org.uk/studyplan



SQA Exams – important information!!!

DO THIS BEFORE TOMORROW!!



MySQA – you **must** sign up to this. Check the correct subjects and levels are listed and that your personal details are up to date.

**GET RESULTS
READY WITH**



GET RESULTS READY

MySQA is your direct link with SQA. It lets you view your qualification information, check the personal details we hold for you and if you're sitting exams you can get your results sent by email and text message.

Step 1 - Sign Up

You will need your SCN (Scottish Candidate Number) to do this.

It's available from your centre if you don't already know it.

[Sign up](#)

[Learn more](#)

Step 2 - Activate

You will need:

- The activation code we sent you
- Your SCN

[Activate account](#)

[Forgot activation code?](#)

Step 3 - Login

Username

Password

[Forgot Username?](#)
[Forgot Password?](#)

[Login](#)

MyCertificate

We will send your certificate by post. Please check that we hold the correct details for you.



MyNews

To order a replacement certificate, please visit this link:
<https://www.sqa.org.uk/eshop>

Important things you need to know about exams in 2023

- Exams will start on Monday 24 April and finish on Thursday 1 June.
- An Examination Exceptional Circumstances Consideration Service is available if you cannot attend your exam, or your performance on the day of your exam is disrupted or affected, because of specific circumstances. Please see page 14 for further information.
- Your school will provide an estimated grade for each of your courses before the exams start. You can talk to your teachers about your progress and estimated grades before they send them to us. This will help you understand how your estimated grade relates to your performance in the assessments you have completed this year.
- You will get your results by post on Tuesday 8 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 can appeal your exam results directly or through your school. See page 16 for more information.

Get Results Ready.

Sign up to  MySQA

SQA Exams – your SCN



The top right section of the slide features an illustration of four students in a circle, studying with books and laptops. To their right is a template for the 'SCN CARD'. The card is blue with the SQA logo. It contains fields for 'School name', 'Your name', 'Date of Birth' (with a 4-digit grid), and 'Scottish Candidate Number' (with an 8-digit grid). Above the card, text reads 'Please tear off your Scottish Candidate Number card'.

Please tear off your Scottish Candidate Number card

SCN CARD 

School name

Your name

Date of Birth

Scottish Candidate Number

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.



SQA Exams – what's not allowed



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:



Dictionaries, except for exam papers where dictionaries are allowed



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



Extra information – notes, except for exams where notes are allowed



Pencil cases or calculator cases



Calculators, except for exam papers where calculators are allowed



Mobile phones



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

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. If you take a prohibited item to your seat in the exam hall, your award for the subject could be cancelled.

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.

SQA Exams - Appeals

Different process to last year
– no other course work or
evidence will be looked at.

Appeals 2023

Appeals 2023 is a free service that you can use if you have genuine concerns about a grade (or grades) on your results certificate. You can appeal directly to us or ask your school to do this for you.

Your appeal will be prioritised if you have a conditional place at university or college, or in training or employment that depends on your grade.

This year's appeal service will have a different process to the one used last year as alternative assessment evidence will not be looked at. This year if you appeal against your grade, a senior marker will carry out a marking review of your SQA-marked assessments. This is not a re-mark. A marking review checks that:

- all parts of your assessments have been marked;
- the marking is in line with national standards;
- the marks given for each answer have been totalled correctly; and
- the correct result has been entered on our system.

You should discuss your decision to appeal with your school as soon as possible after getting your results. Please note that after being reviewed, your result could stay the same, go up or go down.

You have the final decision on whether to appeal.

FAQs

- **What should I do if I am late for an exam?** Go straight to SLT who will be able to escort you in to the exam if possible. SQA state that if you are late, you may not be granted entry to the exam room.
- **Can I leave the exam if I finish before the allocated time?** If the exam is 1 hour or less – no, you must remain in the exam room for the duration. If the exam is longer than 1 hour, you may be permitted to leave by putting your hand up and the invigilator will collect your paper. You cannot leave in the last 20 minutes of the exam.
- **What if I am genuinely unwell and cannot attend the exam?** Your parent/carer must contact the school before the exam starts to inform SLT.
- **What to do if there is a fire alarm?** Follow instructions from Invigilators but leave the room with nothing – no exam papers, no personal belongings. Gather on the basketball court, IN SILENCE.

Support for Pupils – SQA related

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.

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Study Support for Pupils

<https://www.thinglink.com/card/1704817362747785829>

<https://live-n-learn.co.uk/portal>



- Class teachers, class Teams/Classrooms
- Study resources on school website
- SQA Past Papers
- Esgoil
- ACHIEVE
- SCHOLAR
- Guidance Teachers
- Year Heads
- Friends
- Mental Health – Kooth, SAMH

Is your revision FLAT?



FOCUSED

Put your phone away

Turn the music off

Avoid distractions

Be in the right physical place to revise

Be in the right frame of mind to revise



LONG-TERM

Start early to cut down on stress later in the year

Make a revision timetable and commit to it

Plan for 3 - 4 hours a week from January

Interleave different topics



ACTIVE

Engage your brain by actively creating revision resources

Test yourself, get others to test you

Practise exam technique by writing or planning answers

Revise what you struggle with



TRANSFORMED

Transform the knowledge you want to learn into a different format

Make flashcards
Produce a timeline
Record a podcast
Invent a mnemonic
Take Cornell notes
Create a mindmap
Design a flowchart
Make a powerpoint
Teach it



STUDYING

HOW TO MAKE IT HAPPEN

4 EASY STEPS...

UNDERSTAND

Take the time to think about what you're trying to grasp. How does it relate to you? Are you listening in class? If you don't get it yet, then ask for help.

CONDENSE

It's not possible to remember everything. Make it smaller and more manageable with **coloured** notes, mind maps or post it notes to organise key points.

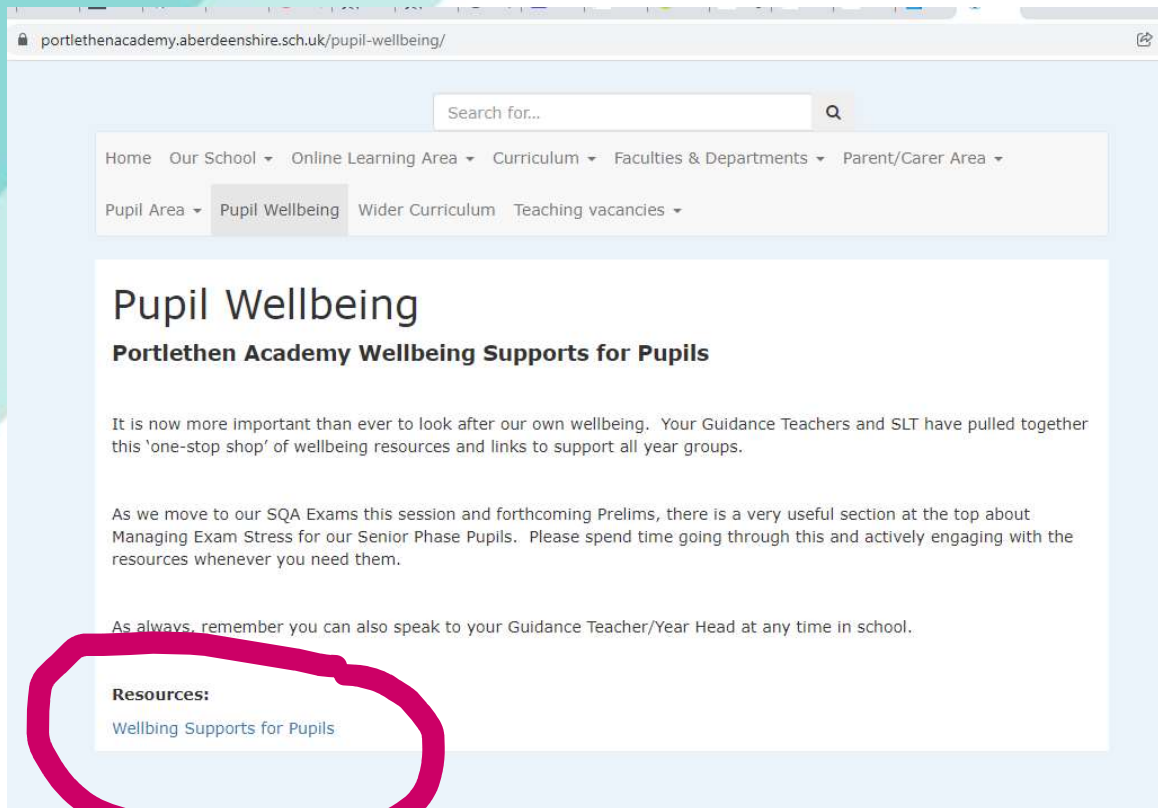
MEMORISE

Rather than just rereading your notes, make things more memorable by using your imagination with funny stories, rhymes or songs that help you relate to the topic.

REVIEW

Break the forgetting curve! Make time to come back and review after a day, then a week and a month to help it stick in your long term memory. Test yourself or ask someone to test you, don't let all your hard work drain away.

Support for Pupils - wellbeing



portlethenacademy.aberdeenshire.sch.uk/pupil-wellbeing/

Search for...

Home Our School Online Learning Area Curriculum Faculties & Departments Parent/Carer Area

Pupil Area Pupil Wellbeing Wider Curriculum Teaching vacancies

Pupil Wellbeing

Portlethen Academy Wellbeing Supports for Pupils

It is now more important than ever to look after our own wellbeing. Your Guidance Teachers and SLT have pulled together this 'one-stop shop' of wellbeing resources and links to support all year groups.

As we move to our SQA Exams this session and forthcoming Prelims, there is a very useful section at the top about Managing Exam Stress for our Senior Phase Pupils. Please spend time going through this and actively engaging with the resources whenever you need them.

As always, remember you can also speak to your Guidance Teacher/Year Head at any time in school.

Resources:

[Wellbing Supports for Pupils](#)



Portlethen Academy Wellbeing Supports for Pupils

Exam Stress:

- ✓ <https://young.scot/get-informed/national/five-tips-on-looking-after-yourself-during-exams>
- ✓ <https://young.scot/get-informed/national/how-you-can-survive-the-stress-of-exams>
- ✓ <https://www.studentminds.org.uk/examstress.html>
- ✓ <https://youngminds.org.uk/find-help/feelings-and-symptoms/exam-stress/>
- ✓ <https://www.nhs.uk/conditions/stress-anxiety-depression/coping-with-exam-stress/>
- ✓ <https://www.childline.org.uk/info-advice/school-college-and-work/school-college/exam-stress/>
- ✓ <https://www.mind.org.uk/information-support/your-stories/14-ways-to-beat-exam-stress/>

Mental Health:

- ✓ Kooth: [Home - Kooth](#)
- ✓ Togetherall: [Togetherall](#)
- ✓ See Me Scotland: www.seemescotland.org/
- ✓ Young Minds: <https://youngminds.org.uk>
- ✓ Prevent Suicide North-East Scotland (app): <http://www.preventsuicideapp.com/>
- ✓ Papyrus (Young Suicide Prevention Society): www.papyrus-uk.org/; HOPElineUK 0800 068 4141 (9am to midnight, every day of the year)
- ✓ Samaritans (24-hour helpline offering emotional support for anyone feeling down, distressed or struggling to cope): www.samaritans.org.uk; 116 123 (free 24-hour helpline); jo@samaritans.org
- ✓ MHA (Mental Health Aberdeen)/ACIS Youth Counselling: <https://www.mha.uk.net/services/youth/index.php>; 01224 573892; acisyouth.office@mhaaberdeen.org.uk
- ✓ Anxiety UK: www.anxietyuk.org.uk; 03444 775 774 (Monday to Friday, 9.30am to 5.30pm)
- ✓ Grampian Resilience Hub: [What is the Grampian Psychological Resilience Hub? \(nhsgrampian.org\)](#)
- ✓ Moodjuice (information and advice for those experiencing troublesome thoughts or feelings): <http://www.moodjuice.scot.nhs.uk/>
- ✓ SAMH (Scottish Association for Mental Health): www.samh.org.uk/
- ✓ Breathing Space: www.breathingspace.scot; 0800 83 85 87
- ✓ CAMHS Grampian: [CAMHS Grampian - YouTube](#)
- ✓ OCD Action: www.ocdaction.org.uk; 0845 390 6232 (Monday to Friday, 9.30am to 5pm). Calls cost 5p per minute plus your phone provider's Access Charge
- ✓ OCD UK: www.ocduk.org; 0333 212 7890 (Monday to Friday, 9am to 5pm)
- ✓ B-EAT (support for those dealing with an eating disorder): <http://www.b-eat.co.uk> 0808 801 0711 (open 4-10pm every day)
- ✓ LGBT Youth Scotland: <https://www.lgbtyouth.org.uk/>; info@lgbtyouth.org.uk; **Text message service: Monday to Friday for young people aged 13 to 25 on 07786 202 370** - Simply send a text to the number introducing yourself and mentioning roughly what you'd like to talk about, they will get back to you

