

# Your exams



## General

- ✓ arrive in good time — about 10 minutes before the exam starts
- ✓ take the right equipment — black or blue ink pens, HB pencils, etc
- ✓ check you have been given the correct exam paper
- ✓ complete all your details on the front of the question paper or answer booklet
- ✓ read all instructions and listen carefully for any announcements or additional instructions from the Invigilator — the person who supervises the exam
- ✓ remember to cross out all rough work once you have made a final copy
- ✓ put your name and SCN on every piece of work that you hand in
- ✓ if you feel unwell, tell the Invigilator
- ✓ stay in the room until the exam is finished — you may only leave early with the permission of the Invigilator

## Conduct

- ✗ do not copy from someone else, or share your work with anyone else
- ✗ do not use offensive or frivolous language in your answers
- ✗ do not behave disruptively or cause a disturbance in the exam room
- ✗ do not share equipment with anyone else

## You must not have the following in your possession:



Mobile phone



Digital electronic device  
such as MP3 player, tablet  
or smartwatch



Book, notes,  
sketches or paper



Pencil case/  
calculator case



Calculator — except  
in specified subjects



Dictionary — except  
in specified subjects

**All authorised electronic equipment must meet SQA regulations with no access to inadmissible data.**