

Young Enterprise Scotland Examination

GUIDANCE



1. Examination Materials

The following materials are provided in electronic format for the YES exam:

- Exam Paper
- Exam Cover Sheet
- Return Sheet – per Company

These will be emailed to the Link Teacher on the Friday before the exam period starts (Friday 15th February 2019).

2. General Guidelines

You are responsible for the safe custody of the exam papers. The paper should be stored securely until the start of the exam.

The examination should be held during the examination period, Monday 18th February to 1st March 2019, at a time and place agreed by the company. An hour and a half (90 minutes) is allowed for the exam.

You are responsible for supervision of the Examination in accordance with these instructions and guidance, to ensure the fair and orderly conduct of the examination.

An invigilator must be present throughout the Examination. The examination room should be set out so candidates are normally at least a metre apart.

Textbooks, notebooks and other aids may not be used. Candidates whose first language is not English may use English language dictionaries.

3. Start of the Examination

Detailed instructions are provided below depending if the exam will be done electronically or by hand.

Regardless of mode - when candidates are seated the invigilator should allow ten minutes for candidates to complete the cover sheet or file, and read the question paper. After ten minutes has passed announce that candidates can begin writing.

- **Option A – completing the paper by hand**

Schools should provide lined or plain A4 paper for students to complete the examination.

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Print off the appropriate number of 1) exam papers and 2) cover sheets. A return sheet should also be printed for each company.

Candidates should complete the cover sheet prior to the exam starting, inputting all details. At the end of the exam the students should ensure the questions answered are clearly marked on the cover sheet.

At the end of the examination, the invigilator should ensure the completed front cover sheet is secured to the front of the answer sheets and safely stapled together.

- **Option B – completing the paper electronically**

Schools should provide a suitable computer for each candidate. The exam should be completed in Microsoft Word.

Before the official start of the exam, invigilators should open a Word document and ensure it is saved to an appropriate place.

The files should be saved using the following convention:

FirstnameSecondname_Company name
i.e. HeatherBrown_companyStrath

Invigilators should consider using the Autosave function to reduce the risk of files being lost, however candidates should be reminded it is their responsibility to save the document at appropriate intervals.

Exam papers should be printed for each candidate.

Candidates need to ensure the following information is detailed on the first page of the file:

- Full Name
- Company Name
- Company Number
- The questions answered, clearly marked.

At the end of the examination, invigilators should ensure all files have the full details on the front sheet.

4. **During the Examination**

Invigilators should not answer any queries on examination questions.

When a candidate requests and is granted permission to leave the examination room temporarily, they should either be escorted as far as reasonably practical by an authorised person or should not be absent from the examination room at the same time as any other candidate.

Fifteen minutes before the end of the examination, invigilators should warn candidate that fifteen minutes of the Examination remains.

Candidates may leave the exam on early completion.

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5. At the end of the Examination

Upon termination of the Examination candidates should be reminded to complete the cover sheet or ensure all the required details are on the first page of the file. The numbers of the questions attempted should also be clearly marked.

Invigilators should collect all the question papers for retention until after the examination period.

See detailed instructions below on how to submit electronically or by post.

6. Submitting Exam Papers

• **Option A - emailing the exam papers**

Exam papers completed electronically can be returned through email.

Please attach the following documents:

- Answer files, named as per convention described.
- Company Return Sheet or provide detail in body of the email.

Please email to:

sbs.yesexam@strath.ac.uk stating the company name and school in the subject line,

• **Option B – returning the papers by post**

Collect all answer books together:

Make sure each student's written submission is secured safely with a staple, with the cover sheet fully completed on the front.

Print out any typed exam submissions, complete Cover Sheet and secure answer pack with a staple.

Complete a Return Form for each company that sat the exam.

Package the answer book bundles and the completed Return Form together and return to:
Heather Brown, Hunter Centre for Entrepreneurship, 8.09 Duncan Wing, Strathclyde Business School, 130 Rottenrow, Glasgow, G4 0GE

We cannot be held responsible for lost papers, so we would advise that registered post is used.

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7. Payment

The price per student sitting the exam is £7.

Schools should (where possible) send a cheque when returning exam booklets, please make sure this is clearly marked on the Return Sheet.

Cheques should be made payable to: 'The University of Strathclyde' and sent to Heather Brown, Hunter Centre for Entrepreneurship, 8.09 Duncan Wing, Strathclyde Business School, 130 Rottenrow, Glasgow, G4 0GE

Alternatively the University will send an invoice to the school for payment.

8. Timeframes

The following table details the timeframes for the 2018 exam period. We appreciate your co-operation by returning the exam papers as soon as the examination has taken place. This allows us the best possible chance to meet the tight deadlines in place.

Exam period	Monday 18 February to 1 March 2019
Answer books to be returned by	Friday 8th March
Marking period	Monday 13 th March to Wednesday 10 th April
Markers to return scripts by	Monday 15 th April
Results to be finalised & released	Week beginning 6th May 2019

9. Results and Certificates

Students may be awarded a 'Pass', 'Merit' or 'distinction' for the examination. Exam papers that do not meet the minimum standard will be classed as 'ungraded', all of which will be reviewed by the Senior Examiner.

The Area Board contact will be given the option to have the certificates sent to them or asked for them to be sent directly to the schools in their area.

The names of candidates are taken from the YES database and checked with the returned exam paper. Unfortunately mistakes do happen but we are happy to re-print certificates – please just email sbs.yesexam@strath.ac.uk.

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