

March 2019

Dear Parent/Carer

As I am sure you are well aware the National Qualifications exams are about to begin. Your son/daughter has received a copy of his/her individual timetable and this will contain the timings of exams and the seating arrangements for the whole exam diet. This may be subject to change and pupils should check the SQA noticeboard in school regularly for updates.

Study Leave for S4/5/6 Pupils

Study leave for S4/5/6 pupils starts on **Wednesday 24 April** and pupils should attend for examinations only. If pupils are wishing to attend school to revise for the exams they should use the canteen area to ensure a level of supervision (the canteen will not be available from 12.20pm to 1.55pm when lunches are served). Pupils may also arrange with departments suitable times to attend for support.

The last day of study leave is **Wednesday 29 May**. All students returning to fifth or sixth year must attend on **Thursday 30 May** for the beginning of the new timetable.

Transport

The exam schedule does not fit the school day so exams may finish after the transport to Kingswells has left. Furthermore, those sitting Practical Cake Craft exams on the in-service day on Tuesday 7 May will also not have any transport arranged. Pupils will be required to make their own way to and from the exams. If this is likely to cause a problem, please contact Mrs Walker, School Support Service Manager, at the school.

Medical Certificates for Illness

If your son/daughter is ill on the day of an exam, please contact Mrs Birnie or Mrs Duncan, acting Depute Head Teacher. You **must** obtain a medical certificate for the day of absence otherwise your son/daughter will not be awarded a grade for that subject. The certificate should be sent to school as soon as possible but at the very latest on the day after the exam as Mr Sherrington has to send documentation to the SQA almost immediately.

School Uniform

School uniform **must** be worn for the exams. Pupils who are not in school uniform will not be admitted to the canteen or social areas of the school. We would very much appreciate your help to ensure that the standard of dress does not deteriorate during the exams. **If pupils are in school during study leave to study or to seek advice from members of staff they should be in school uniform.**

Lateness

Pupils must appear in good time for their exams. In certain exams, eg Modern Languages Listening, no late arrivals are admitted. For other exams it is at the discretion of the Chief Invigilator. If someone has already left the Examination room, then no latecomers are admitted.

Equipment

All pupils are expected to take with them the writing equipment they need. It is surprising how many do not have pens, pencils, rulers or rubbers. In addition specialist items, eg calculators, French dictionaries should be brought. If a pupil has any difficulty supplying these items he/she should contact the class teacher or his/her Pupil Support teacher.

Mobile Phones/Electronic Equipment

Please note that at no time should pupils take a mobile phone or any other electronic equipment into the examination room either for speaking to someone or sending a text message. If a pupil is found to be in possession of a mobile phone, or any other electronic device, his/her examination entry will be cancelled. The SQA has very clear and firm rules on this.

Examination Dates

The exams for each subject are sat on the same day throughout Scotland. Please note that it is not possible to change the date of any exam.

Exam Results

The SQA plans to issue the examination results on Tuesday 6 August 2019 by post, email and text message. To register for this service go to www.mysqa.org.uk. School staff will be in school that day from 9am until 1pm if you have any queries regarding the results.

Results Service

As in previous years, there are no 'appeals'. The 'Results Service' can be used where **the school** feels that the result a pupil achieved does not accurately reflect the evidence gathered during the year. In these circumstances the school could ask for a 'clerical check' or a 'remark'. Parents should not contact the SQA directly. Parents must be advised that this could result in the grade going up, staying the same or going down.

If you have any questions about the exam process please contact Mrs Birnie or Mrs Duncan.

I wish your son/daughter every success in the exams.

Yours sincerely



Michael Paul
Head Teacher