March 2019

Dear Parents and S4, S5, S6 Pupils

Study leave for the SQA examinations starts for S4, S5 and S6 pupils on Wednesday, 24 April and finishes on Friday, 31st May inclusive. The timetable for those returning for S5 or S6 will begin on Monday, 3 June for Session 2019-20. All senior pupils have been issued with a final SQA Examination timetable.

**ARRANGEMENTS FOR SQA EXAMINATIONS**

1. SQA examinations begin on **Thursday, 25th April** and finish on **Friday, 31st May.** During the period of study leave, pupils may study at home and attend school only on days of their examinations.
2. Pupils must wear school uniform when sitting their exams and on all other occasions when they are in school.
3. Pupils must remain in their examination seats until the end of their examination to minimise noise in consideration of others sitting other examinations.
4. Mobile phones, smart watches, earphones and any other electrical equipment must not be taken into examination rooms. **Pupils found with a mobile phone in their possession (switched on or off) will be reported to the SQA by the Chief Invigilator. The pupil’s script will then be sent separately to the SQA and the pupil will almost certainly be disqualified for that examination and possibly for all other examinations in the same diet.**
5. Pupils should come prepared to their exams with the necessary equipment eg pens, rulers, etc. Please note: pencil cases and calculator cases are not permitted in the exam room.
6. Pupils will be allowed to take a bottle of water into the examination room. Water may be consumed during an examination. Bottles and cans of juice are not allowed in examination rooms.
7. Please be aware that some of the start and finish times for examinations are different to those published by the SQA to accommodate the times of our own school day and minimise noise disruption to the examinations. Times for the examinations are printed on each pupil’s individual examination timetable.
8. Pupils should arrive at the exam room at least 15 minutes before the start of the exam.
9. Pupils who have been granted additional arrangements for their examinations should note that the extra time may be given at the beginning of the examination to prevent overlap with later exams during the same day. Details of the extra time are shown in pupils' personal timetables. Starting times of 8.45am are not uncommon for some pupils.
10. If a pupil cannot attend an examination, the school must be contacted immediately (01224 642299) and a medical certificate sent to Miss Adams within 24 hours of the absence who will, in turn, inform the Scottish Qualifications Authority and complete the necessary paperwork to lodge an exceptional circumstances consideration, if appropriate.

Parents are asked to double-check arrangements to ensure that pupils are aware of all the details of their exams, including date, room, starting time, and seat number. Details of seat numbers have been issued to pupils in their personal timetable and will also be posted outside the Hall on a daily basis.

I hope this information is of assistance to you and may I take this opportunity to wish good luck to all pupils in the forthcoming diet of examinations.

Yours faithfully

Miss Adams

Depute Head Teacher