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Date: 20 April 2018

To Parents of Pupils in S4-S6

Head Teacher
Gregg Orrock

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Dear Parent,

ARRANGEMENTS FOR THE SQA EXAMINATION PERIOD

I am pleased to provide you with important information regarding the forthcoming SQA Examinations.

A personal examination timetable for your son or daughter has now been issued to him/her. Please become familiar with this timetable and encourage your son or daughter to be fully aware of its contents. It is vital that all candidates know the exact dates and times of their examinations to ensure that that no candidate misses a paper.

Pupils must arrive in school in plenty of time for the start of any examination and, for many, that will still mean travelling on the school bus at the normal time. As a rough guide, pupils must be ready to enter the examination room 5 -10 minutes before the start of any paper. Pupils must also ensure that they bring the correct equipment with them including; pens, pencils, ruler and a calculator where required.

Please note that exam arrangements at individual school level can vary slightly from the timings published in the main SQA timetable. All pupils have been instructed to use the timetable provided by the school only, since some of the times are different from those on the SQA website. Candidates arriving late for an exam will only be admitted to the exam hall with the approval of the chief invigilator. It is important to note that the school cannot insist that a candidate arriving late is admitted to the exam.

The examinations will be fully administered and supervised by SQA invigilators who have the authority to remove pupils from the examination room if their behaviour is not impeccable. I would urge you to impress upon your son/daughter, as we shall, the standard that is expected. **In particular, mobile phones, iPods and other such electronic devices are not permitted inside the exam hall, even if they are switched off, and should therefore be left at home or in lockers. If such items are left at the school reception desk, it will be at the owner's own risk.** Any breach of these guidelines could result in the SQA nullifying the exam in question or, indeed, all exams for the candidate for this diet.

Pupils in S4, who are sitting at least one National 5 examination and all those in S5/6 will be excused normal attendance during the period **Monday 30 April until - Friday 1 June, both dates inclusive**. During this period, pupils will be credited with full attendance. Senior pupils in receipt of an EMA are asked to note that, during these dates, EMA allowances will not be affected. Staff will continue to be available to candidates, during much of the examination period, and we would encourage pupils to take advantage of this and work with teachers in the run up to each exam.

Pupils in S4 who are studying at National 3 or National 4 levels, have **no entitlement to Study Leave** and are expected to attend school throughout this period. In some cases, they will have elements of National 3 and National 4 courses to complete, in addition to some work that will prepare them for National 4 or 5 courses next year. There will be opportunities to develop a number of transferable skills as well as opportunities to visit/work with local colleges and employers. Please note that failure to attend during this period will be classed as unauthorised absence.

All S4 and S5 pupils who will be returning next session must return to school as normal on Monday 4 June, to start work on their new subjects.



I also wish to highlight the following special arrangements:

IN-SERVICE DAY AND HOLIDAY WEEKEND ARRANGEMENTS:

Although there will be an In-service Day and local holidays during the exam period, scheduled SQA Examinations will still run, as detailed below:

Tuesday 8th May (In-service) **Higher and Advanced Higher Physics
National 5 Physics**

Monday 28th May (Holiday) **National 5 and Higher RMPS**

Special transport will be arranged on these days, for those who normally travel by school bus and details of pick-up points and times will be displayed in the school foyer nearer the time.

SPECIAL CIRCUMSTANCES:

It can occasionally happen that a pupil is ill on the day of an examination and is unable to attend. In those circumstances, it is vital that a parent telephones Mr Reilly as soon as possible and, at the very latest, before the start of any examination that will be missed. **A medical certificate should then be obtained from a doctor certifying that the child is unfit to sit the examination.**

This certificate must be handed in to the school within **2 or 3 days**, as the school has to pass details to the Scottish Qualifications Authority. It is possible that an award could still be granted based on work done in school, provided it is of a sufficiently high standard, but it is almost always better to try to sit the examination, whenever possible.

Similarly, parents should also inform Mr Reilly of any major upset that a pupil has experienced because of exceptional family circumstances, for example a bereavement, if they feel it might influence how well their child will perform in an examination. Again, this should be done in advance of an examination if possible. A medical certificate may also be required, depending on the particular circumstances.

Please note that the SQA no longer accept appeals in August/September.

Importantly, I would emphasise that pupils must continue to wear full school uniform when they come to sit an examination or if they come in to school to study or to meet with teachers. This is in line with the North Lanarkshire Council's policies on both Dress Code and School Security.

Finally, the Senior Awards Ceremony will take place on the evening of Thursday 14th June and the parents of award recipients will receive invitations nearer the time.

I am grateful for your support in working with us to ensure that your son or daughter achieves the best possible results in these important examinations. Results will be published on **Tuesday 7th August**. The school will make arrangements thereafter, for pupils who wish to negotiate any option changes or discuss problems with University applications.

Please discuss the contents of this letter with your child and do not hesitate to contact us for clarification of any point.

Yours sincerely,

Gregg Orrock
Head Teacher.

