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21<sup>st</sup> April 2023

Dear Parent / Carer,

## SQA Exams

Our SQA Exam Diet begins on the week beginning 24<sup>th</sup> April. We thought it would be useful for you to have some further information about this.

### *Study Leave*

All S4-6 students can begin their study leave from the 24<sup>th</sup> April so long as they have completed all mandatory coursework. Pupils will return to their new timetables from 29<sup>th</sup> May. (Students who study Drama or Psychology have an exam on the 29<sup>th</sup> May and will instead return to new timetables on the 30<sup>th</sup> May).

### *Preparation*

All Senior Pupils have been issued individual timetables for their respective exams (if not yet collected, candidates should speak to the school office or Miss MacNab to ensure they have their own copy). There may be some slight variations of times compared with the SQA master timetable published online and so it is vital that candidates check their timetable and note the date and start/end time for each exam they are sitting. Those with alternative arrangements will see that they may be sitting their exam in a different venue to the rest of the cohort and timings may also vary. On a few occasions there may be an exam running until after 3.40pm or later than 1.15pm on a Friday and so candidates should ensure they have their Young Scot cards for late bus travel or arrange alternative transport home on any such occasion.

There will be a master timetable on display in the school foyer throughout the exam diet. It is important that candidates **check this display board regularly for any changes** as sometimes slight alterations need to be made to accommodate any arising circumstances.

Class teachers can be available by prior arrangement for any student wishing to come into school to study and a study room will be available each day for this. Room 101 will always be made available and other rooms will be opened as and when more space is required.

Candidates have also been issued with a booklet called "My Exams 2023" and we have emphasised how important it is that they read this thoroughly as it gives advice and guidelines to candidates about their exams and about study skills and tips.

### *In the Exam*

In the SQA exams we have external Invigilators who are appointed by SQA. Pupils have been made aware that if they have any queries or difficulties, they should raise their hand and the Invigilator will come and check what they need (there is to be no communication with other students).

Mr A Breen  
Head Teacher/Ceannard

*Striving for Excellence*

READY, RESPONSIBLE, RESPECTFUL, RESILIENT





Pupils sit at individual desks and will be told when they can turn over papers and start the exam.

Pupils have been asked to stay in the exam for the full length of time and to use any remaining time to double check answers. Once they leave the Hall they are not permitted to return so every minute is important. Pupils have been reminded to read all the questions and instructions carefully and to make sure they are clear before starting their answers.

Prohibited items should be left out of the exam room. This includes pencil cases and calculator cases.

It is also worth noting the pens should be used for the most part unless otherwise stated on the exam paper. Students should **never use erasable pens** as this will scan as blank when SQA digitally scan their answers.

At the end of the exam, candidates should close papers and leave each component on the desk according to the invigilator's instructions. They should not take any papers out of the exam room and should only leave when instructed to do so.

### What Can Parents Do?

Please make sure that the school is notified by 8.30am on the morning of exams about any absence.

Talk to your young person/child about the importance of the Exams but also reassure them that if they have worked hard and applied themselves, they are already very well prepared. The feedback that teachers gave after Prelims will help the pupils to focus on the next steps to improve grades for their SQA Exams. It is helpful for pupils to hear this message from their parents as well as their teachers.

I hope that this information is useful and please do get in touch if you have any queries or concerns.

Leis gach deagh dhùrachd (Yours Sincerely)

Fiona Macnab, Leas Cheannard (Depute Head Teacher)

## Prohibited items

Prohibited items are things that you must not have with you at your allocated seat or desk in the exam room, unless they have been approved by us as part of an assessment arrangement for the exam you are sitting.

Prohibited items include the following:



Dictionaries, except for exam papers where dictionaries are allowed



Electronic devices such as iPods, tablets, earpods, smartwatches or any other device that stores information or can connect to the internet



Extra information – notes, except for exams where notes are allowed



Pencil cases or calculator cases



Calculators, except for exam papers where calculators are allowed



Mobile phones



Extra information – books, sketches or paper, and anything written on your clothes or body