

April 2017

Dear Candidate

## SQA Exams

It is coming up to the SQA exam time again. To make sure you are ready for your exams please read the following information carefully. Along with this letter you will receive your SQA exam timetable, please check the subjects, dates and times carefully.

### Exam Leave

Most pupils from 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> year will be off on Exam Leave from **Tuesday 2nd May until Friday 2nd June 2017 inclusive**. Pupils will return to school on **Monday 5th June 2017**.

### Preparing for your exams

- Read the exam booklet that you have been issued with, this gives you all the information that you require.
- Make sure that the information on your timetable is correct. If there are any discrepancies then report immediately to Mrs Kerr's office or if I am not available then any member of the office staff will assist you.
- Make sure you know where the exam is being held. (Check the Plasma Screens daily)
- Your Scottish Candidate Number (SCN) is your personal lifetime candidate number. You will need to enter it on your examination answer booklets, so it is important that you know it. If you do not know your SCN the Invigilator will be able to tell you this.
- You will also need to make sure that you know whether you will be required to bring any equipment with you (pens, pencils, calculator, and so on).
- Make sure that the school are aware of any personal details that have changed recently e.g. you address. It is important that we have your correct address to ensure that you receive your certificate.

### During your exam

- The people responsible for running the examination on SQA's behalf are called "Invigilators." Their job is to make sure that the exam goes ahead according to the rules and that the rules are applied fairly in all schools.
- You will be allocated a desk with a specific number for each examination. Make sure you know this before the exam. The Invigilator will give you this information.
- You should arrive **at least fifteen minutes before the examination**, although in certain cases you may need to be earlier.
- **Things that you MUST NOT take into the examination room**
  - Mobile phones, Personal digital assistant (PDA)
  - Spellchecker
  - Pencil case/calculator case
  - Books, notes, sketches, paper
  - Calculators with inappropriate data
  - MP3 Players of any kind

Mobile phones must be left at the front of the hall in an envelope before the exam and collected at the end of the exam.

**Your conduct**

All improper conduct will be reported to SQA. You may forfeit marks, have your examination entry in the subject concerned cancelled or, in extreme circumstances, have all your entries for the exams you are taking cancelled. Your exam booklet gives examples of improper conduct.

You should stay in the room until the examination is over. Before leaving, you must give your question paper and answer book to the invigilator, whatever it contains – otherwise you may lose all the marks for the paper concerned.

**Absence**

If you are prevented by illness or any other good reason from sitting the examination, or part of it, your parent/guardian should report this to the School Office immediately. You will be required to submit a medical certificate covering you for the day or days of your exam. If you become ill during an examination, you may not need to provide a medical certificate. SQA will review your estimates and results before exam results are finalised. It is important to sit ALL EXAMS entered for you, if not spaces will appear in your certificate. What will this say to a prospective employer?

**Uniform**

**All pupils MUST wear school uniform at all times when sitting exams.**

**Studying**

You are encouraged to come into school to work with your teacher and study during the exams. **If you do come into school you must wear school uniform at all times.**

There will be a copy of the exam timetable running daily on the plasma screen at the main entrance and a paper copy on the assembly hall doors.

Finally, remember stay calm, do the best you can, if you require any further information, please do not hesitate to contact the school.

Good luck.

Yours sincerely

S Kerr  
Depute Head Teacher