

Dear Parent/Carer

### Scottish Qualifications Authority Examinations 2018

#### 1. Study Leave Dates

Our National Qualification examinations at National 5, Higher and Advanced Higher levels begin in the near future. To assist your son/daughter to prepare for examinations they have been granted a period of study leave.

- The last day of lessons for all S4, S5 and S6 students is Friday 27 April at 3.20pm
- All returning senior phase students will return to school on Monday 4 June, except those students who have National 5 German exams.

A copy of the actual SQA timetable can be found online at [www.sqa.org.uk](http://www.sqa.org.uk). Please note that some SQA examinations will finish after the end of the school day and students and parents/carers will be required to make arrangements for travel home after an examination scheduled to finish after the school day. All exams will take place here at Elgin High School.

All S4/S5/S6 students have been issued with a personal copy of their examination timetable; a copy is also available on our website and facebook page. I will be happy to answer any queries about the timetable. It is vitally important that your son/daughter examines their timetable carefully as soon as they receive it and they should contact myself immediately if they find errors or identify problems.

#### 2. Study Leave Arrangements

I encourage you to ensure that your son/daughter uses the period of study leave in a productive manner. The time is provided for revision and students should create a study plan. Each subject should be revised thoroughly before the examination.

Most students are likely to study at home during study leave, however, the Library will be available for students who wish to study in school, or need accommodating before, between or after exams. This room will be available for the purpose of study only. Students intending to use the library must bring materials for study. After their exam finishes for the day, students can either make use of the study room or sign out of school at the office in order to go home to study.

For Health & Safety reasons, students who are in school but not at an exam (e.g. to attend an arranged study class with a teacher) should sign in/out at the School Office.

#### 3. Exam Days

**Students attending school for examinations, or to meet teachers during study leave, must wear full school uniform.**

Students have been issued with a booklet from the SQA setting out the guidelines for their conduct and giving advice for examinations which invigilators have to enforce. A copy can be found online at: [http://www.sqa.org.uk/sqa/files\\_ccc/SQA\\_Your\\_Exams\\_2018.pdf](http://www.sqa.org.uk/sqa/files_ccc/SQA_Your_Exams_2018.pdf)

**The SQA booklet contains your son/daughters Scottish Candidate Number (SCN) on a card and they should bring this card into their examinations with them as they will be required to write their SCN on their exam papers.**

It is the responsibility of students to bring the necessary equipment such as pens (no gel pens), pencils, rulers, calculators etc. for each examination. A pen must be used for any extended written answers. Some spare stationery items will be available for emergencies. Students should be sure to bring only what is permissible for each exam, and to carry them within a clear faced pencil case.

**Mobile phones, i-pods, mp3 players and smartwatches are strictly forbidden in the examination room.** Students found with any of the above items in an exam venue are likely to have their qualifications withheld by the Scottish Qualifications Authority.

It is vitally important that students arrive in school in good time before the start of an exam.

**A minimum of 20 minutes before the start time of the exam is recommended to give time to double check the exam room venue and seat number etc.**

#### **4. Absence From an Exam**

**If your son/daughter misses an examination because of illness please contact the school immediately.**

Whenever possible, absentee evidence will be submitted to the SQA for consideration. A medical certificate from a doctor will be required and this must be submitted to the school within **3 days** of the missed exam.

#### **5. Return to School Following Exams**

S6 Students will receive their S6 Agreement form and information about training for S6 responsibilities prior to Study Leave.

- All returning senior phase students start their school timetable on Monday 4 June 2018.

#### **6. Exam Results**

This year's SQA examination results will be sent to your son/daughter on Wednesday 7 August. These results will arrive by first class post and by text or e-mail if your son/daughter has registered for this service through My SQA. The closing date for signing-up to My SQA is Tuesday 17 July.

In 2014, SQA introduced two new Result Services which replace the appeals process, and as the new qualifications are rolled out, we wanted to take this opportunity to remind you how these new procedures work.

- **The Exceptional Circumstances Consideration Service** will operate throughout the examination period. If a student is unable to sit an exam, for very good reason, such as a family bereavement or serious illness, or if performance in an exam is badly affected by circumstances such as these, parents/carers should contact the school immediately. Where exceptional circumstances have affected a student, the school will then put the student forward for Exceptional Circumstances Consideration. In such cases, the school will forward alternative evidence - a sample of the student's work - to SQA, to support the request for a qualification to be awarded. The award granted, however, may not be the same as that estimated by the school.
- **The Post-Results Service** may be used by schools where a student's grade is significantly different from that expected. Based on the evidence the school holds about the student's performance throughout the course, a school may request a clerical check and/or an SQA marking review. **The student must, however, give permission for this in writing.**

- A clerical check is a check that all questions have been marked and all marks totalled correctly
- A marking review is where an SQA senior examiner will review the marks awarded to each question to ensure that the original marking is in line with national standards: the work will not be re-marked.

Please note:

- the decision to ask for a marking review rests solely with the school/ SQA co ordinator
- as a result of a clerical check and/or marking review, the student's grade may stay the same or be amended up or down.

It is important that parents/carers understand that the school will not be able to submit alternative evidence, such as course work or prelim examination evidence, to support its request for a review. Decisions about the grade awarded will be made solely on the student's performance in the SQA examination.

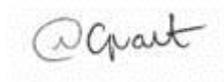
The SQA has recognised that the Post-Results Service is a significant departure from previous practice and so they have put in place more stringent checks of each marker's work to ensure that final results are as accurate as possible.

Should you have any questions about your son's/daughter's results, when they arrive in August, you should contact me in the first instance. If the school decides to make a Results Service request for your son/daughter, I will advise you as to the steps that need to be taken.

It would be very helpful if you could share the information contained in this letter with your son/daughter.

Finally, on behalf of Elgin High School Staff, I would like to take this opportunity to wish your son/daughter every success in their examinations.

Yours sincerely



**Nicky Grant**  
**DEPUTE HEAD TEACHER**