



9 January 2018

Dear Parent/Carer

**N5, Higher and Advanced Higher Prelim Examinations 22nd January – 2<sup>nd</sup> February 2018**

As was the case last session, the Education Department has agreed that all pupils in S4, S5 and S6 sitting one or more National 5, Higher or Advanced Higher prelim examination/s will be entitled to an examination preparation period (study leave) for the **first week** of our prelim examinations, **Monday 22<sup>nd</sup> – Friday 26<sup>th</sup> January 2018 (both dates inclusive)**. There is **no examination preparation period (study leave) during week 2, Monday 29<sup>th</sup> January – Friday 2<sup>nd</sup> February 2018**. During week 2 all pupils sitting prelim examinations should attend all timetabled classes out with the times they are sitting an examination. All pupils in S4 – S6 being presented at National 3 and National 4 levels do not sit a final examination and should attend school as normal throughout the prelim examination diet.

Please note the following points in relation to these important prelim examinations:

1. During the examination preparation period in week 1, any pupils who do not have an examination and are sitting one or more N5, H or Adv. H examination/s are not required to be in school and should use their free time for extra study and examination preparation. The Library Resource Centre will be available for any pupil who wishes to study in school.
2. At the end of each examination pupils are asked either to work in the Library Resource Centre or to go home to study. All pupils must remember that the school is still a normal working environment for all other year groups. On no account therefore should pupils wander around the corridors, socialise in the Dining Centre/Social Areas, or loiter around the front of the school.
3. There will of course be occasions when pupils meet with class teachers for last minute revision. This is encouraged but must be arranged in advance with the appropriate teacher to ensure their availability as teachers may be used for cover purposes on occasion.
4. Since school is a normal working environment throughout the prelim examination period all examination candidates are asked to ensure that they wear **full school uniform for all examinations and other visits to the school**.
6. All pupils should arrive 10-15 minutes early for each examination fully prepared with all the equipment required to complete the examination.

P.T.O.

If you have trouble understanding English please contact the address below

اگر آپ کو انگریزی سمجھنے میں مشکل پیش آتی ہے تو برائے مہربانی نیچے درج پتے پر رابطہ کریں:

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇੰਗلیش سمجھنے ਵਿੱਚ کٹھنایا ہوتی ہے تو ذرا نیچے دیئے گئے پتے پر رابطہ کریں  
Jeżeli masz trudności w zrozumieniu języka angielskiego, skontaktuj się na poniżej podany adres:

如果你對英語理解有困難，請聯絡以下地址:

Dundee Translation & Interpretation Service, Mitchell Street Centre, Mitchell Street, Dundee DD2 2LJ.  
Tel: 01382 435825 Fax: 01382 435805

For information about Dundee City Council visit our website - [www.dundee.gov.uk](http://www.dundee.gov.uk)



7. If your son/daughter arrives late for their prelim examination they will not be entitled to any extra time and will finish the examination as scheduled. Pupils are allowed into the examination room up to 30 minutes late after the start of the prelim examination. If a pupil arrives after this time s/he will not be allowed into the examination room in accordance with SQA procedures.

8. Please note that if your son/daughter is prevented from attending an examination due to illness, please contact the school office as early as possible on the morning of the examination.

9. As will be the case in the main SQA examination diet in April - June 2018, on no account must any electronic device (e.g. mobile phones, smart watches or tablets) be taken into the examination room. Please stress this point to your son/daughter as we wish to avoid any problems and consequent disappointments.

9. These arrangements are designed to enable all pupils to give of their best and your cooperation in emphasising to your son/daughter the importance of these points is very much appreciated.

May I take this opportunity to wish your son/daughter every success in these important upcoming prelim examinations.

Yours Sincerely



Michael D Stewart

Depute Head Teacher

SQA Co-ordinator