28.03.22

Dear Parent/Carer

**Senior Phase SQA Examinations 26th April – 1st June 2022**

As you will no doubt be aware the SQA examination diet will go ahead this academic session following an absence of two years.

I am writing to inform you that Dundee City Council’s Education Department has agreed that all pupils in S4 and S5 sitting **one or more National 5 or Higher** SQA examination/s, with a final examination included, will be entitled to examination preparation time (study leave) during this year’s SQA Examination Diet, as will **all** S6 pupils. Pupils in S4 and S5 being presented at National 3, National 4 levels and/or Skills for Work courses and National Progression Awards do not sit a final examination and should **attend school as normal throughout the SQA Examination Diet.** For those young people not entitled to be absent from school during the examination preparation period,further information relating to our bespoke May timetable will be made available in due course.

This year’s SQA Examination Preparation Period begins on **Tuesday 3rd May 2022 and ends on Friday 27th May 2022 (both dates inclusive)**. Senior pupils should return to school on **Monday 30th May 2022**.  This will coincide with our change of timetable for academic session 2022-23, which will begin on **Monday 30th May 2022.**

If any pupil has an examination out with the exam preparation period, then s/he is permitted to prepare at home **the day before the examination and will be excused from classes on the day of the examination.  This comes into effect from Monday 25th April 2022.**

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

1. **SQA have made it very clear that all young people should sit all of their SQA examinations**. Should any young person not be awarded a grade equal to or higher than their final estimate grade, **a free appeal can be made** where SQA appointees will look at the estimate evidence provided by the school as well as re-looking at the examination paper and externally assessed coursework (where applicable). At this point SQA will then award a final grade. Where a medical or personal absence prevents any young person sitting their SQA examination, an Examination Exceptional Circumstances Request (EECR) can be made (see information overleaf).

2. The vast majority of SQA examinations for those young people who are not entitled to SQA Assessment Arrangements will take place in the **gymnasium** in the Physical Education department. Examinations in the gymnasium will begin on Friday 29th April (Chemistry all levels) and will run until Thursday 19th May (Biology & Human Biology). For the English and Mathematics examinations we will have to use designated classrooms as well as the gymnasium to accommodate the number of young people being presented, particularly at National 5 level. Out with these times, specified classrooms will be used for examinations with smaller cohorts. In relation to young people with verified assessment arrangements, identified rooms and offices will be used to hold examinations.

3. Final SQA examination timetables will be e mailed to both young people (via their Glow e mail) and parents / carers by end of day on Wednesday 30th March 2022. **If any errors are identified young people should speak with their House Head in the first instance who will then inform me.** SQA timetables will note the date, time, venue and seat number for young people. The full SQA timetable is available via this link - <https://www.sqa.org.uk/sqa/files_ccc/nq-2022-exam-timetable.pdf>

4. During the Examination Preparation Period, pupils should use their free time for extra study and examination preparation. The Learning Resource Centre (Library) will be available for any pupil who wishes to study in school.

5. At the end of each SQA examination pupils are asked either to work in the Learning 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.

6. 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.

7. Since school is a normal working environment throughout the examination period all examination candidates are asked to ensure that they wear **full school uniform** **for all examinations and all other visits to the school.**

8. Monday 2nd May is a holiday and no SQA examinations are scheduled on this date. Thursday 5th May is an in-service day for staff. **The following examinations take place on this date and your young person may be involved. Please check your young person’s examination timetable carefully: -**

**Thursday 5th May** – National 5 Modern Studies (pm), Higher Modern Studies (am) and AH Modern Studies (am)

9. All young people will be issued with the booklet “Your Exams 2022” following SQA Assemblies this week, which provides information relating to SQA’s examination procedures which **must be adhered to strictly.** An electronic pdf version is available via the SQA website, and our school website and we will also upload to a copy on our @harrisacdundee Twitter feed. Should you have any queries at all in relation to the SQA examinations then please contact me at the school. (01382 435700).

**Please note that if your young person** **is prevented from attending an examination for any reason is essential that you contact the school office as early as possible on the morning of the examination to report the reason for the absence. This will allow school staff to ascertain if an examination exceptional circumstances request should be made.**

10. If your young person arrives late for their SQA examination they will not be entitled to any extra time and will finish the examination at the scheduled time. Pupils are allowed into the examination room up to **30 minutes late after the start of any examination longer than one hour in length.** If a young person arrives after this time s/he will **not** be allowed into the examination room in accordance with SQA procedures.

11. On no account must any electronic device (e.g. mobile phones, smart watches or tablets) be taken into the examination room. SQA instructions are that any candidate found in possession of such an item must be reported to SQA by the school and a variety of sanctions are open to SQA at their discretion. Please stress this point to your young person as we wish to avoid any such problems and consequent disappointments.

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

May I take this opportunity to wish your young person every success in the upcoming SQA examinations.

Yours Sincerely



Michael D Stewart

Depute Head Teacher