



17 April 2018

Dear Parent/Carer

Senior Phase SQA Examinations 30th April - 4th June 2018

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 will be entitled to examination preparation time during this year's SQA Examination Diet, as will **all S6** pupils. Pupils in S4 and S5 being presented at National 3 and National 4 levels do not sit a final examination and should **attend school as normal throughout the SQA Examination Diet**. Further information relating to our bespoke May timetable will be made available in due course.

This year's SQA Examination Preparation Period begins on **Friday 4th May** and ends on **Tuesday 29th May (both dates inclusive)**. Senior pupils should return to school on **Wednesday 30th May**. This will coincide with our change of timetable for academic session 2017-18, which will begin for our present S1-S3 pupils on Tuesday 29th May 2018.

If any pupil has an exam out with the exam preparation period then they are 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 Tuesday 1st May 2018.**

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

1. The vast majority of SQA examinations for those young people who are not entitled to SQA Assessment Arrangements will take place in the **Gymnasium**, not classrooms, as was the case last session and for the prelim examinations in February 2018.
2. During this 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.
3. 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.
4. 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.

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 ਇੰਗਲिश سمجھنے ਵਿੱਚ ਕठिनाਈ ਹੁੰਦੀ ਹੈ ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ ਸਾਡے ਨਾਲ ਹੇਠਾਂ ਦਿਤੇ ਪਤੇ ਤੇ ਸੰਪਰਕ ਕਰੋ।
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

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5. 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.

6. Friday 25th May is an in-service day for staff and a holiday for **most** pupils. Monday 28th May is a holiday for all staff and **most** pupils. Examinations are taking place on both days and your son/daughter may be involved.

Please check your son/daughter's examination timetable carefully:-

Friday 25th – N5 Accounting (am) / N5 Health & Food Technology (pm)

Monday 28th – N5, Higher & A Higher RMPS (am) / N5 Fashion & Textile Technology (pm) / N5 Practical Woodworking (pm)

7. All pupils will be issued with the booklet “Your Exams 2018” at 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 will also be posted 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 son/daughter is prevented from attending an examination due to illness it is essential that you contact the school office as early as possible on the morning of the examination and then arrange for a medical certificate to be obtained from your GP. This should be sent into the school within 3 days of the examination missed.

8. If your son/daughter arrives late for their SQA 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 any examination longer than one hour in length. If a pupil arrives after this time s/he will **not** be allowed into the examination room in accordance with SQA procedures.

9. 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 son/daughter as we wish to avoid any such problems and consequent disappointments.

10. 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 SQA examinations.

Yours Sincerely



Michael D Stewart

Depute Head Teacher