



29 March 2017

Dear Parent/Carer

Senior Phase SQA Examinations 2nd May - 2nd June 2017

As in previous years the Education Department has agreed that all pupils in S4 and S5 sitting one or more National 5/6 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.

This year's SQA Examination Preparation Period begins on **Monday 8th May** and ends on **Tuesday 30th May (both dates inclusive)**. Senior pupils should return to school on **Wednesday 31st 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 30th May 2017.

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.**

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

1. During this Examination Preparation Period, pupils 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 examination period all examination candidates are asked to ensure that they wear **full school uniform** for all examinations and other visits to the school.
5. Friday 26th May is an in-service day for staff and a holiday for **most** pupils. Monday 29th May is a holiday for all staff and most pupils. Examinations are taking place on both days and your son/daughter may be involved.

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

For information about Dundee City Council visit our website - www.dundee.gov.uk



Please check your son/daughter's examination timetable carefully.

Friday 26th – National 5 / Higher Geography

Monday 29th – Higher Administration & IT / National 5 Lifeskills Mathematics

6. All pupils have been issued with the booklet “Your Exams 2017” which provides information on punctuality, absence and behaviour during examinations. These guidelines must be adhered to and if you have any queries at all in relation to these examinations then please contact Mr Michael D Stewart, our SQA Examination Coordinator. **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 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.**

7. 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 the SQA examination. If a pupil arrives after this time s/he will not be allowed into the examination room in accordance with SQA procedures.

8. 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.

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 SQA examinations.

Yours Sincerely



Michael D Stewart

Depute Head Teacher