



The Gordon Schools  
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21 April, 2022

Dear Parent/Carer,

### **SQA exams and 'Study & coursework completion time**

The SQA exam diet for our S4, 5 & 6 Senior Phase pupils will run from Wednesday 27 April to Wednesday 1 June (inclusive).

We are aware that many pupils have a heavy study load during this time. Arrangements set out in this letter are designed to provide clear guidance and support for pupils to allow them to be well prepared and to achieve the best possible results in their exams. This is an equally important time for pupils currently studying National 2, National 3 and National 4 qualifications who are in the process of completing their coursework ready for August certification.

The information below is to allow you as Parents and Carers to best support our young people during this period and help them to make the most of their time and the opportunities available to further their learning.

#### **For pupils who are sitting one or more SQA exam:**

- Detailed examination timetables showing our **unique examination times** here at The Gordon Schools have been issued to fourth, fifth and sixth year pupils. The School is allowed to **vary the start time of all exams** to accommodate our break and lunch times, so it is vitally important that the times stated on the exam timetables which are issued **are the ones which are followed (not those on the SQA website or App)**. Any pupil who does not have a timetable should obtain their copy from the main School Office.
- All pupils who have still to complete **coursework or assessments** at National 5 must speak to their individual teacher to confirm arrangements to complete all work before their exam to ensure that this is captured in their SQA Certificate in August.
- Please note that National 2, 3 and National 4 courses do not have exams and, therefore, pupils with subjects at these levels will not have these subjects on their timetable.



- Tuesday 26 April to Wednesday 1 June (inclusive), Pupils need only attend School when they have **exams and / or have outstanding coursework to complete**.
- Signing-in to School is not required when pupils are in School **solely** for the duration of an **exam**. Should, however, pupils be in school for a significant time before or after an examination, then they must sign in at Reception, and, on leaving, sign out. This signing procedure (in/out) applies whether studying or consulting staff. It is essential that this correct attendance procedure is followed as outlined, not just to make for accurate administration but also, for safety reasons in the event of an emergency and/or evacuation.
- **TGS Uniform** should be **worn at all times** when pupils are in School for SQA exams, personal study, completing SQA coursework and other learning. This is important for School security and to allow everyone in the building to be identifiable when our SQA Invigilators are on duty and pupils are out in our Community representing the School.

### **Exam Conduct**

- It is expected that pupils will have prepared themselves thoroughly for their exams. Pupils should also ensure that they bring appropriate equipment and materials for exams. The conduct of pupils before, during and after examinations should be exemplary. Disruptive behaviour may lead to loss of one or all of their subject awards in the current diet. This includes anything a pupil may write or draw/doodle on an exam script. Pupils must follow all instructions given by our SQA Invigilators.
- Before the start of every examination, the Invigilator will remind pupils that no unauthorised aid may be brought into the examination room. Any item brought into the exam room that is not a specific requirement for an exam is an unauthorised aid. The penalty for being in possession of an unauthorised aid during an examination is cancellation of that award in the current diet of exams.
  - Prohibited items that are 'unauthorised aids' include calculators which contain 'inadmissible data' (Maths and Science teachers can advise pupils on calculators that are allowable), calculators in non-calculator exams (check with your teachers), spellcheckers, mobile phones, smart watches or any other electronic means of communication, non-clear pencil cases (use a freezer bag or something similar if you do not have one), calculator cases, books, notes, sketches, paper of any kind (**except** pupils' SQA Candidate Number card that may be taken in).
  - Please note that there are strict instructions with regard to mobile phones. These must not, **under any circumstances**, be taken into the exam room. Any pupil found in possession of a mobile phone or any other electronic communication device (even if switched off) **will be disqualified from that exam**.
  - Similarly, personal stereos/MP3/4 players/iPods/iWatches and such devices are prohibited from all exams.



- Upon entering the exam room, pupils will be invited to take any unauthorised aid accidentally brought into the examination room to Reception for safe-keeping until after the exam. Pupils will be told to place any bags on the bag racks reserved for them outside of the exam room.
- If your child misses an exam due to illness, please contact Miss Raeside, Depute Rector, **immediately** and she will advise you regarding the next steps. A medical certificate or explanation must be sent to Miss Raeside **within 5 days**.
- If you have any queries regarding SQA exams and Covid, your first port of call should be the NHS Inform website <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>. Please be reassured that the School will be following all Scottish Public Health guidance in relation to Covid during the exam diet.
- School transport will **only be available** at the **usual times** throughout the examination period. Please note that not all exams are able to fit in with our usual School day. You may have to make alternative arrangements for your child.
- During the Exam diet, pupils may come into School to study by arrangement with subject colleagues or in the Library. Pupils may wish to remain at home when not sitting an exam in School. This is perfectly acceptable, provided that the time is used for serious study. Should pupils have completed their examinations before the end of the Exam diet, it is expected that their time will be used effectively to work on preparation for next session. There will be many excellent opportunities to obtain support from class teachers. As far as is possible, this should be done at normal class times, when teachers will usually be available for consultation.

#### **For pupils who are not sitting an SQA exam:**

- Pupils who are studying at National levels 2, 3 and 4 only, will not have an examination timetable.
- All pupils who have still to complete **coursework or assessments** for National 3 and National 4 qualifications must speak to their individual teacher to make arrangements to complete all work by **Friday 13<sup>th</sup> May** to ensure that this is captured in their SQA Certificate in August.
- Pupils who have outstanding coursework **must** come into School to complete this. As Parents and Carers, you may be contacted for your support during this time in May if we are having difficulties with this to ensure that all incomplete coursework is finished by this date.
- **TGS Uniform** should be **worn at all times** when pupils are in School for personal study, completing SQA coursework and other learning. This is important for School security and to allow everyone in the building to be identifiable.



### **For all pupils who are leaving School at the end of May 2022**

- All pupils who intend to leave on 31 May 2022, the Official Leavers' Date, and who are eligible to do so (S4 pupils, if your 16<sup>th</sup> birthday is between 1 March and 30 September you can leave school after 31 May of that year), must complete and return a Leaver's Form, obtainable from our School Office. All text books and School materials must be returned to class teachers. The help and support of Parents and Carers in ensuring this is much appreciated.
- For those sitting SQA exams, it is not possible to complete the Leaver's form until the pupil's last examination is finished.

### **School Sports Event**

- Please note that there will be a School Sports Day towards the end of May. If your child wishes to take part please inform the P.E. Department in advance. Further details will be available via the @TGS\_HWB Twitter account and on the P.E. noticeboard.

### **Returning after Study and course completion time**

- Study and course completion time ends after the final exam on Wednesday 1<sup>st</sup> June.
- **Thursday 2<sup>nd</sup> June, Friday 3<sup>rd</sup> June** together with **Monday 6<sup>th</sup> June** are all **holidays**.
- The new timetable for all new fifth and sixth year pupils is currently planned to begin on **Tuesday 7 June**.
- Pupils will receive their exam results from the SQA on Tuesday 9<sup>th</sup> August.

The above requirements and information are essential for all pupils to take note of and follow. We ask for your support to ensure that each pupil takes full advantage of this time, works hard towards any examination days, and gains the very best possible set of qualifications in August. I wish all our pupils the very best for the important weeks ahead.

Yours sincerely,

Phil Gaiter  
**Rector**