

The Gordon Schools

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Dear Parent/Carer,

**SQA Exams and Study & Coursework Completion Time**

The SQA exam diet for our S4, S5 & S6 Senior Phase pupils will run from **Monday 24th April to Thursday 1st 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, National 4 and Foundation Apprenticeship 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 all Senior Phase pupils and those pupils in S3 who are sitting National Qualifications. 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 get 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 neither National 2, 3 and National 4 courses or Foundation Apprenticeships do not have exams and, therefore, pupils with subjects at these levels will not have these subjects on their timetable.

* Between Monday 24th April and Friday 2nd June (inclusive), pupils **need to** attend School when they have **exams and / or have outstanding coursework to complete**. The School will be in touch with families and pupils who still have coursework that they need to complete to arrange when this will be done during normal school hours.

* 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 revising and studying 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 Dress Code** should be **followed at all times** when pupils are in School for SQA exams, personal study, completing SQA coursework and other learning. This is important 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.
* A pupil’s **SQA Candidate Number card 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 any similar devices are prohibited from all exams.

* Upon entering the exam room, pupils will be invited to take any unauthorised aid accidently 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 and exam due to illness, please contact Mr Johnston, Depute Rector, **immediately** and he will advise you regarding the next steps. A medical certificate or explanation must be sent to Mr Johnston **within 5 days.**
* 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 or Foundation Apprenticeships 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 **Monday 8th May** to ensure that this is captured in their SQA Certificate in August. Otherwise, certification is likely to be in November.
* 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 Dress Code** should be **worn at all times** when pupils are in School for personal study, completing SQA coursework and other learning. This is important to allow everyone in the building to be identifiable during this time.

**For all pupils who are leaving School at the end of May 2023**

* All pupils who intend to **leave School** on 31st May 2023, the Official Leavers’ Date, and who are eligible to do so (S4 pupils, if your 16th birthday is between 1st March and

30th September, you can leave school after 31st May of this year), must **complete and return a Leaver’s Form**, obtainable from our School Office. All textbooks, Chromebooks 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**.

**Returning after Study and course completion time**

* The new timetable for all new fifth and sixth-year pupils is currently planned to begin on **Tuesday 6th June**.

* Pupils will receive their exam results from the SQA on Tuesday 8th 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.

Together, we all wish all our pupils the very best for the important weeks ahead.

Yours sincerely,

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Phil Gaiter

**Rector**