



Knox Academy

Head Teacher: **Susan Cook BEd (Hons) MEd SQH**

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Wednesday 26 February 2025

Dear Parents/Carer

SQA Examination Arrangements for S4 (April to May 2025)

As you are no doubt aware our S4, S5 and S6 are soon to embark on the 2025 diet of the National SQA examinations. The following information should assist you in preparing for this.

S4 Exam Leave will commence on Friday 25 April – Friday 30 May 2025 (inclusive) for all pupils **with the exception of those sitting N5/H Computing Science and Psychology N5/H, who will start their exam leave a day earlier on Thursday 24 April** (to afford them a day to revise prior to these exams on Friday 25 April 2025).

Our new school timetable will commence on Monday 2 June 2025.

For those pupils in S4 sitting **less than 3 National 5 exams** we will be providing a school based 'Meaningful May' programme for pupils to participate in. One of the Depute Head Teachers will be liaising with the relevant pupils and parents/carers regarding this.

Please note that some pupils may still have internal assessments or course work to complete and will be expected to attend in order to gain the course award. Pupils must check with their class teacher to see what they still have to do.

It is expected that pupils granted study leave will choose to study at home but facilities for study in school will be available in the Library. Pupils coming into school to study/see teachers **should always be in uniform** so they are easily identified by all staff as members of our school. Staff can be consulted during normal timetabled periods. Teachers may also ask pupils to come into school during this period for revision/teaching purposes.

Please ensure that your young person wears school uniform for all exams. Staff need to let pupils in at irregular times of the day; we really need to be able to see at a glance that they belong to Knox Academy. Invigilators also need to be sure that the pupils in front of them are entitled to be there.

The official [SQA timetable](#) is now available. Please take time to view this with your young person and identify all of the dates/times of their exams- the [SQA's timetable builder](#) can support you and them with this and [devising a study plan](#). There are also resources to help our young people with [study skills](#) on our website. Those pupils who have alternative assessment arrangements for some (or all) of their exams will be issued with an individual timetable by our Support for Learning staff.

Pupils should check the information board in the foyer and outside the exam hall/room(s) for exam times and seating information. Scottish Candidate Numbers (SCN) are also displayed in the foyer and are required for all examinations and pupils need to know this to fill out their exam papers. **Pupils should arrive at least 10 minutes before their examination is due to start.**

Attention is drawn to the conditions laid down by the Scottish Qualifications Authority as to behaviour during examinations. The invigilators, who are employed by the Scottish Qualifications Authority, have instructions to remove any candidate from the examination who may be causing a problem. This will be stringently applied and will result in any such pupils not gaining the examination qualification. Please particularly note the guidance on mobile phones.

Absentee Candidates

If you are prevented by illness or any other good reason from sitting the whole or part of an examination this should be reported to Ms Machen (DHT and SQA Coordinator) immediately. A medical certificate **must** be provided to support your case and it is essential that it covers the day/s of the examination concerned. This should be passed directly to Ms Machen ASAP.

Return to School

All pupils coming back to S5 should return to school on Monday 2 June 2025. On this day they will be given their new timetable and have an induction programme.

Pupils leaving school in June

Please ensure that Leavers' forms are completed and that **all** books are returned. Leavers' forms will be issued before Easter and must be completed and returned to the school office before leaving school. Please could parents/carers of any S4 pupils leaving school on 30 May complete the tear off slip on the next page and return it to the office by **Friday 21 March 2025 at very latest**. This allows us to properly prepare your young person for leaving school as we hold assemblies and provide other information/resources to all leavers.

Holidays in May/June:

Monday 5 May and Monday 19 May 2025. **The Spanish (N5) is on the afternoon on Monday 19 May, so if your young person is sitting this exam they should attend school for this.**

Kind regards



Ms S Cook

Head Teacher





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S4 SCHOOL LEAVERS – Parental Confirmation:

I confirm that my young person intends to leave school, as of Friday 30 May 2025 (they must be 16 by 30 September 2025 to leave on this date):

NAME: _____ in REGISTRATION CLASS: _____

SIGNED: _____ DATE: _____

Please return to the school office by **Friday 21 March 2025**

