



# Knox Academy

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28<sup>th</sup> February 2019

Dear Parents/Carer

## SQA Examination Arrangements for S4 April to June 2019

As you are no doubt aware our S4, S5 and S6 are soon to embark on the 2019 diet of the national SQA examinations. There follows some information which should assist you in preparing for this.

### S4 Exam Leave      Thursday 25<sup>th</sup> April – Friday 31<sup>st</sup> May (inclusive)

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

**Please note that pupils may still have internal assessments 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 child 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 here: [https://www.sqa.org.uk/sqa/files\\_ccc/ExamTimetable2019.pdf](https://www.sqa.org.uk/sqa/files_ccc/ExamTimetable2019.pdf). Those pupils who have special arrangements made regarding examination will also be issued with an individual revised timetable by our Support for Learning staff.

Pupils should check the information board in the foyer and outside the exam room for exam times and seating information. Scottish Candidate Numbers (SCN) are also displayed in the foyer and are required for all examinations. **Pupils should arrive at least 10 minutes before the 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 Mr Luke (Business Manager and SQA Coordinator) immediately. A medical certificate **must** be provided to



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support your case and it is essential that it covers the day/s of the examination concerned. This should be passed directly to Mr Luke ASAP.

**Return to School**

S4 pupils returning to S5 will resume normal attendance on **Monday 3<sup>rd</sup> June 2019**. It is vital that pupils return to school on this date for an Induction Programme and to start their new subjects.

**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. Would parents/carers of pupils leaving school on May 31<sup>st</sup> please complete the tear off slip below and return it to the office by **Friday 29<sup>th</sup> March 2019 at very latest**. This allows us to properly prepare your child for leaving school as we hold assemblies and provide other information/resources to all leavers.

**Holidays in May:**

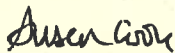
Pupils are reminded that although there are holidays in May they **must** attend if they have an exam. The holiday dates are as follows:

**Monday 6<sup>th</sup> May**  
**Monday 20<sup>th</sup> May**

All staff and pupils (no exams on this date)  
Staff in-service and holiday for all pupils  
except for those sitting exams in Media,  
Dance and Philosophy

(May Bank Holiday)

Yours faithfully



Ms S Cook  
Head Teacher

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**SCHOOL LEAVERS – Parental Confirmation:**

I confirm that my child intends to leave school, as of Friday 31<sup>st</sup> May 2019:

NAME: \_\_\_\_\_ in REGISTRATION CLASS: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Please return to the school office by **Friday 29<sup>th</sup> March 2019**