

March 2018

## **SCOTTISH QUALIFICATIONS AUTHORITY EXAMINATIONS, 2018 (S4)**

**SQA Information:** If your address has recently changed, or will change before August please contact the School office with the details. The address we have on file is the address results certificates are sent to.

**Study Leave:** In order to allow pupils to study at home and prepare for the forthcoming examinations pupils sitting three or more National 5 examinations will have study leave extending from Monday 30 April – Friday 1 June, both dates inclusive. During the examination period, normal classes for senior pupils will be cancelled but teaching staff will be available at normal lesson times to advise pupils and to assist with revision. Additionally, facilities for private study are available in the school should any pupil wish to make use of them during this time. For Health and Safety reasons, any pupil in school but not sitting an examination **must** register in and out at the school office.

For those pupils sitting fewer than three National 5 examinations an employability programme is being put together by all six East Lothian secondary schools, details to follow. However pupils will be given the day before and the day of any examinations they do have off.

**SQA Guidelines:** All pupils will be issued with an information booklet published by SQA. Particular attention should be paid to strict guidelines prohibiting the taking of mobile 'phones/electronic communication devices into the exam rooms. These guidelines also apply to mp3 players, pencil cases, calculators (except where specifically permitted), books, notes or papers of any kind. Any candidate found in possession of such equipment, or having taken such equipment into the room, will have their examination entry cancelled. Pupils should leave all school bags in lockers.

**Illness During the Examination Period:** Pupils who are unable to attend any examination due to illness should arrange for a parent/carer to telephone the school. A doctor's certificate will be required for absentee consideration by SQA. In the event of illness during an examination pupils should contact an invigilator.

**Dress Code:** When attending school during the period of study leave, whether to sit an examination, or to study, pupils should note that the usual school dress code will apply and we expect all examination candidates to comply for reasons of school security.

**Issue of Results:** SQA have announced their intention to issue results to candidates on Tuesday 7 August. For pupils who have registered for this service, e-mails and text results will be sent out by 9 am the same day (to register visit <http://www.sqa.org.uk/sqa/41324.2548.html>). Parents and pupils are asked to note that results will **NOT** be available from the school in advance of receipt by candidates of certificates from SQA. Any pupil wishing to change courses/discuss options for session 2018-19, in the light of results, will be able to come into school on an agreed date in mid-August when they will have the opportunity to meet with Guidance or Management staff.

**Appeals:** The SQA changed the appeals system last session. Further information can be found at <http://www.sqa.org.uk/sqa/65427.html>

**Leavers' Form:** Any pupil who intends to leave school this session, should collect a leavers' form from the school office at the end of May. The form should be filled in, signed by appropriate staff and returned to the office. Forms will only be signed off if **ALL** school textbooks have been returned.

**Leavers' Ceremony:** Pupils leaving school this summer are invited to the annual Leavers' Ceremony in the school hall on Friday 6 June at 12.15.