KELSO HIGH SCHOOL

PRIDE

THIS IS HOW WE DO IT HERE

Key Dates

Study Leave begins on Monday 25th April until Friday 3rd June

SQA Exams begin on Tuesday 26th April with Politics Higher

Deadlines for Nat 3 and Nat 4 qualifications along with units only for Nat 5 and Higher are 18th May. **If you have subjects at these levels you should arrange with your class teacher to complete any outstanding work.**

There are other deadlines for course work and internal assessments at National 5 / Higher / Advanced Higher courses, you should be aware of when these are.



P PARTICIPATION
R RESPECT
I INCLUDED
D DETERMINATION
E EXCELLENCE

In our selves
In our School
In our Community

#PRIDEKHS

KELSO HIGH SCHOOL

PRIDE

THIS IS HOW WE DO IT HERE

PROCEDURES

- Personal SQA exam timetables were issued before Easter. This will give you the precise times of **your** exams.
- You must turn up ready to enter the exam hall at least 10 minutes prior to the start time.
- Bring with you the correct equipment – must be black or blue ink pens, no gel pens.
- Check that you have been given the correct exam paper.
- Complete all your details on the front of the questions paper or answer booklet.
- Read all instructions and listen carefully for any announcements or additional instructions from the Invigilators.

P PARTICIPATION
R RESPECT
I INCLUDED
D DETERMINATION
E EXCELLENCE

In our selves
In our School
In our Community

#PRIDEKHS

KELSO HIGH SCHOOL

PRIDE

THIS IS HOW WE DO IT HERE

PROCEDURES

- Remember to cross out all rough work once you have made a final copy
- Write your name and SCN on every piece of work that you hand in
- If you feel unwell during your exam please inform one of the Invigilators
- Stay in the exam hall until the exam is finished — you may only leave early with the permission of the Invigilator

Please wear your school uniform when coming into school either to study or sit an exam

P PARTICIPATION
R RESPECT
I INCLUDED
D DETERMINATION
E EXCELLENCE

In our selves
In our School
In our Community

#PRIDEKHS

KELSO HIGH SCHOOL

PRIDE

THIS IS HOW WE DO IT HERE

PROCEDURES….Do not take into the exam room

- Mobile phone
- Digital electronic devices eg tablet, smart watch etc
- Books, notes, paper
- Pencil case (unless clear plastic), calculator case,

P PARTICIPATION
R RESPECT
I INCLUDED
D DETERMINATION
E EXCELLENCE

In our selves
In our School
In our Community

#PRIDEKHS

KELSO HIGH SCHOOL

PRIDE

THIS IS HOW WE DO IT HERE

PROCEDURES….Absence

- If you are prevented from sitting the exam, or part of it, by illness or any other good reason, you should report this immediately to either Mrs Wilson/Mrs Lothian via the school office.
- If you begin to feel unwell during the exam, you should notify the Invigilator immediately.
- This will allow us to consider whether to submit a request for the Exceptional Circumstances Consideration Service

P PARTICIPATION
R RESPECT
I INCLUDED
D DETERMINATION
E EXCELLENCE

In our selves
In our School
In our Community

#PRIDEKHS

KELSO HIGH SCHOOL

PRIDE

THIS IS HOW WE DO IT HERE

PROCEDURES – Exceptional Circumstances Consideration Service

- Candidates who are unable to attend the exam or prevented from completing the exam due a personal circumstance that is outwith their control (such as a medical issue) can be considered.
- Requests can only be made by centres.
- Requests must be submitted within 10 days of the exam for which the request is being made.
- Centres must provide SQA with alternative academic evidence.

Should self-isolation remain a requirement for individuals who test positive, this will be a valid reason for examination absence in 2022.

P PARTICIPATION
R RESPECT
I INCLUDED
D DETERMINATION
E EXCELLENCE

In our selves
In our School
In our Community

#PRIDEKHS

KELSO HIGH SCHOOL

PRIDE

THIS IS HOW WE DO IT HERE

Appeals

- If you perform less well in the SQA exam compared to your estimated grade you may be considered for an appeal.
- If your final grade is lower than the estimate grade that we sent to the SQA before the exams you may be able to appeal. After receiving you results on Tuesday 9th August, you should speak to us if they have any questions about your results, or if you are considering submitting an appeal. Mrs Lothian and Mrs Wilson will both be available in school on results day.

P PARTICIPATION
R RESPECT
I INCLUDED
D DETERMINATION
E EXCELLENCE

In our selves
In our School
In our Community

#PRIDEKHS

PROCEDURES

- Exams that take place on a Friday afternoon or local holiday. If you are entitled to transport we have already sent a letter to confirm this.