KELSO HIGH SCHOOL

PARTICIPATION
RESPECT
INCLUDED
DETERMINATION
EXCELLENCE

27th March 2024

Dear Parent / Carer,

National Examinations 2024

SQA National Examinations start in Kelso High School on **Monday 22nd April.** Study leave will begin on **the same day.**

Please note that, although a rough timetable for these exams is available on the SQA website, schools have to amend this slightly to fit in with their own school day and also that pupils with Assessment Arrangements may have different timings from others. All pupils will be issued with a personal timetable **today.**

Pupils are welcome to come into school to study during the period of study leave, and they may also consult with teachers by appointment. Pupils coming in to school to study should access the building before registration or during break or lunchtime. Pupils should not be going in and out of the building during class time to avoid disrupting the school day. Unless pupils are in school for an examination (when attendance will be recorded) for health & safety reasons they must **always sign in and out** at the School Office.

We appreciate that there are a number of pupils who have no, or not many, exams, as their courses are internally assessed. Some activities will be offered for these pupils during part of study leave and pupils may also be asked by certain departments to attend sessions which will allow them to sit any assessments which they have not yet passed.

Pupils who are returning to school next session should report to normal classes on **Monday 27th May**. There will be an extended registration on that day and new timetables will be issued.

SQA has produced a booklet – ***Your Exams 2024*** – which tells learners what they need to know about their upcoming exams. All pupils were issued with a hard copy today and it can also be downloaded from the SQA website.

Please note some key pieces of information:

- All candidates should arrive at the exam room **10 minutes** before the start of the exam.
- In no circumstances can mobile phones/electronic devices be taken into examination rooms, **even if they are switched off**. If any candidate is found to be in possession of such equipment it will be removed and invigilators are obliged to notify SQA, who will take the appropriate action. We know from experience that this is likely to include cancelling the candidate's entry for that exam.
- Absence from an examination due to illness or self-isolation - If your child is unable to be present at an examination owing to illness you must notify the school as soon as possible and certainly **before** the start of the examination.

Support during exams

The Your Exams School Edition - What you need to know about National 5, Higher and Advanced Higher exams (sqa.org.uk) booklet contains essential information and rules which your child must be aware of before they sit their first exam. The rules are there to make sure that exams are fair for everyone.

SQA exam exceptional circumstances consideration service is in place to support your child if they are unable to sit an exam. It is applicable in the following scenarios:

- If your child is unable to attend an exam due to unforeseen circumstances, such as a medical condition or bereavement.
- If there has been disruption at your child's school on the day of the exam, which means the exam was disrupted or could not take place.

The school must submit exceptional circumstances requests to SQA within 10 days of the exam, so it is important that you or your child contacts them as soon as possible, explaining what has happened.
If your child needs to use the exam exceptional circumstances service, we will send evidence of their assessments to SQA to be reviewed by subject experts, who will judge it against the national standard for that course to determine their grade.

Receiving results
Your child will receive their results by post on results day, Tuesday 6th August.
If they do not receive their certificate on results day, they should contact school immediately and we will be able to tell them their results and will work with SQA to find out what has happened to their certificate.

If your child wants to receive their results by text or email, they need to register online for the MySQA service. They will still receive their certificate by post.

Keeping you informed
To stay up to date, please visit SQA National Qualifications and follow SQA on Facebook @ScottishQualificationsAuthority.

Yours sincerely,



Mrs A Wilson
Depute Headteacher