

St Joseph's Academy

Head Teacher: Mr Joseph Kane

Email: StJosephs.Academy@east-ayrshire.gov.uk

Ref: SC

Date: 17th April 2019

Dear Parent / Carer,

SQA Exams 2019

SQA Exams will commence for S4 – S6 pupils on **Thursday 25th April 2019**. Your child has been given a copy of the exam timetable and it is also attached to this letter.

Please note the following information:

- The last day of timetabled classes will be on Wednesday 24th April 2019 and Study Leave will begin at 3.40pm on this day. Monday 6th May is a public holiday with no SQA exams scheduled – the school will be closed on this date.
- Pupils entitled to study leave are only expected to attend school for their timetabled exams. Out with these times pupils should use the time for study and exam preparation. However, arrangements for study days/masterclasses are included within this letter.
- Pupils should wear full school uniform when in school, either for exams or study.
- Parents/Carers of pupils sitting National 5 Art and Design, Higher Art and Design and/or National 5 Chemistry should note that the times of these exams have been altered from the SQA Timetable available online. In agreement with our Chief Invigilator these exams will begin earlier to allow pupils to finish in time to access school transport at the end of the day. This has previously been communicated to relevant parents, carers, staff and pupils as this represents an exceptional change of exam time which had to be agreed to by SQA. This has been highlighted on the enclosed timetable.
- Please support your child by ensuring that he / she is properly prepared for each exam: that they know the times of papers, where they should be, that they have the proper equipment etc. It is important that your child remains in the exam hall for the duration of the exam.
- If in cases of exceptional circumstances outside school, such as bereavement or illness, you feel that your child may be disadvantaged or unable to attend an exam, please contact myself or your child's Pupil Support teacher as soon as possible.

The final day of Study Leave will be Friday 31st May and all returning Senior Phase pupils will be expected to return to school on **Monday 3rd June at 8:50am**.

Continued overleaf ...

Your child will receive their SQA results certificate on Tuesday 6th August and there will be staff available at the school on this date to respond to any concerns or queries. Pupils can also register to receive their results by email or text through www.mysqa.info. Any changes of address must be communicated to the School Office before the Summer Holidays to ensure that SQA Certificates are delivered to the correct place.

May I thank you for your continued support and encourage you to contact me should you have any queries regarding exam matters.

Yours sincerely



Stephen Cowan
Depute Head Teacher / SQA Coordinator

Enclosed:

1. St Joseph's SQA Exam Timetable (paper copies issued to pupils/available from office)
2. St Joseph's Masterclass Timetable
3. SQA 'Your Exams' Information Leaflet (paper copies issued to pupils/available from office)
4. SQA 'Dinnae Be Swerved' Learner Information Leaflets

Prohibited items

Prohibited items are things that you must not have with you at your desk in the exam room. They include the following:



Mobile phone



Electronic device such as MP3 player, iPod, tablet, smartwatch or any other device that is web-enabled or stores information



Book, notes, sketches or paper



Pencil case/
calculator case



Calculator in
non-calculator papers



Dictionary — except
in specified subjects