

Education Department

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Our Ref: DS/AB

Date: 8 January 2020

To all S5/S6 Pupils and Parents/Carers

S5/S6 Prelim Examinations

Please find attached to this letter a copy of your S5/S6 Prelim Timetable. This timetable has been produced after consultation with teaching staff.

Some points to remember:

- In the main SQA exam diet, there can often be two examinations on one day.
- If you have two exams at the **same time on the same day**, pupils must inform Mr Hale as soon as you possibly can. Again this can happen in the main diet, but it allows us to make arrangements for when these types of events happen.

During the Prelim exams, pupils must either attend the classes they are timetabled for **or** the exam that they are due to sit. Please ensure that pupils bring appropriate revision materials in line with their current timetable and the schedule of Prelim examinations. Throughout the period of exams, when in classes, teachers will be available to help and offer any support that pupils may require or indeed they can use the time to prepare for upcoming exams.

If you have any additional exam arrangements made with the Support for Learning Department, pupils must make sure that they have spoken to Mrs Bonini as she will have organised the necessary support for individual pupils.

The examinations are carried out by the team of invigilators who operate the SQA exams for us and are members of our surrounding community. They will give instructions prior to the start of each exam and good behaviour will be expected. They will also inform pupils that no mobile phones or electronic devices such as smart watches and iPads are allowed in the examination room.

Pupils must be in the examination room at least ten minutes before the start of each exam so that attendance can be taken. Parents/carers should contact the school in advance if their child is unable to attend any Prelim examination.

If you have any other concerns, please make sure that you have spoken to Mrs Mitchell or Mr Phillips well in advance so that we can make any necessary arrangements.

Best wishes with your preparations and studying, and with the Prelim exams themselves.

Yours sincerely

Mrs Mitchell
S5 DHT

Mr Phillips
S6 DHT