

Our Ref: WI/IF
 Your Ref:
 Contact:
 Tel: 0141 577 2500
 Email: schoolmail@williamwood.e-renfrew.sch.uk
 Date: 7 January 2020



Head Teacher: William Inglis MA (Hons)
 Williamwood High School
 Eaglesham Road, Clarkston,
 East Renfrewshire
 G76 8RF

Dear Parent/Carer

Prelim Examinations (20 January – 31 January 2020)

From the school calendar you will know that our prelim examinations begin on Monday 20 January and finish on Friday 31 January, in total a period of ten school days. These examinations will be held under conditions which approximate closely to those of the SQA examination diet of May/June. Teachers will take account of pupils' performances in these examinations when submitting estimate grades to the SQA in April 2020. Although there is no longer an examination appeals service, if a candidate is absent for a serious reason, we can submit evidence such as a prelim examination on his/her behalf.

When pupils are scheduled to sit an examination, they will be accommodated in the games hall under the direct supervision of an invigilation team. At all other times, pupils will follow their normal timetable where class work will continue.

Any pupils not in attendance during the prelim examinations will be recorded as absent and normal school follow-up procedures will be applied. If an absence is for anything other than sickness, medical or dental appointments or exceptional domestic circumstances, it will be recorded as *'unauthorised'*.

This week I plan to hold a series of assemblies with pupils in S4, S5 and S6 to explain the detailed arrangements for the prelim examinations. Mr Fisher, who has responsibility for prelim and SQA examinations, has already issued your child with a copy of the prelim examination timetable; this is also available on the school website, a link for which is included overleaf.

School staff are fully committed to supporting your child during this important examination year. The after-school supported study programme continues, lunchtime help is available in some subjects, e-study planners are available on the school website and study cards may be collected (at no cost) from the school office.

Yours sincerely

William Inglis
 Head Teacher



Notes

1. Full details of all examinations are set out in the prelim examination timetable. Mr Fisher has issued each pupil with a copy of the timetable.
2. The examination timetable is available on the school website at www.williamwood.e-renfrew.sch.uk.
3. E-study planners (in Microsoft Excel format) may be downloaded from the school website at www.williamwood.e-renfrew.sch.uk.
4. Study cards may be collected from the school office.
5. Most S5 pupils will sit no more than five examinations during the examination period; each examination will take place during part of a morning or an afternoon.
6. S4 pupils will sit up to eight examinations during the examination period; each examination will take place during part of a morning or an afternoon.
7. When pupils do not have an examination, **they will attend their normal timetabled classes** where teachers will deliver appropriate subject work. Homework will not be issued during the period of the prelim examinations.

PROTECT



Gold

