

Scottish Qualification Authority Examinations
4th, 5th & 6th Year Pupils
April 26th— June 1st 2022

Dear Parent/Carer,

As you are aware the SQA exams begin for S4, S5 and S6 pupils on **TUESDAY 26TH APRIL 2022** and will run until **WEDNESDAY 1st June**.

We want your child to be as successful as possible in these SQA exams. The guidelines below were shared with all pupils during assemblies held before the Easter break. Please reinforce key points with your child.

KEY POINTS FOR PUPILS TO REMEMBER ON EXAM DAYS

1. Arrive on time

All morning examinations begin at **9.00 am**; most afternoon exams begin at **1.00pm**. Make sure you arrive at least **20 minutes** before your exam begins.

2. Wear your school uniform

When attending school to sit an exam **ALL PUPILS MUST WEAR FULL SCHOOL UNIFORM**. There are no exceptions to this rule.

3. Assemble in the Fuel Zone

On the day of each exam you will be instructed to assemble in **The Fuel Zone** where your seat number for the exam will be displayed on the SQA noticeboard. Remember that the seat numbers change for each exam! You will then be instructed when it is time to make your way to the examination area.

All exams will take place in **The Library** and **The Oratory**. Pupils who have Additional Assessment Arrangements in place will sit their exam in Room 204 (Pupil Support Classroom)

4. Equipment

Bring the correct equipment with you for each exam e.g. black ink pen, calculator etc. Don't forget your SQA candidate number (SCN) you will have to write this onto each answer booklet. You can write your candidate number onto the detachable card on the back page of your copy of the SQA Your Exams booklet and bring this into each exam. Your SCN is written on the top of the personal exam timetable that you were issued with before Easter. SCNs are also displayed on the exam noticeboards in the Fuel Zone and outside the library.

5. The examination area

When you are called to the exam enter the area where your exam is taking place quietly and in an orderly fashion. Follow the instructions of the invigilators. If you have a bag / books with you the invigilator will instruct you to leave these at the side of the examination area. Under no circumstances are any of the following items to be taken into the examination area:

- MOBILE PHONE or APPLE WATCHES (these must be switched off and handed to the invigilators on entering the exam room)
- A CALCULATOR WITH PRE-STORED DATA
- AN MP3 PLAYER AND IPOD, EAR BUDS or HEADPHONES
- A SPELL CHECKER
- A PENCIL CASE

IF YOU ARE FOUND IN POSSESSION OF A MOBILE_PHONE OR ANY OTHER ELECTRONIC COMMUNICATION DEVICE YOUR EXAMINATION PAPERS WILL BE CANCELLED

6. Absence and Late coming

The SQA is supporting young people who are unable to take exams with an **Exceptional Circumstances Process**. You may be eligible for this if:

- You have tested positive for Covid and are in isolation
- If you have suffered a bereavement at the time of the exam
- If you are ill at the time of the exam

Parents and carers should please contact Mrs Wilson as soon as possible on the day of the exam if their child is unable to attend.

If you think that you may be late on the day of an exam please continue to make your way to school, parents and carers should contact the school office to alert Mrs Wilson of this.

7. Access to Staff

Whilst on study leave during the SQA exam timetable you will have the opportunity to come into the school to speak to your subject teachers if you wish to do so. Teachers are normally available at the times when they would usually have your class. Please avoid times when they are timetabled to teach S1-S3 classes.

If you should have any further questions or concerns regarding the SQA exams then please do not hesitate to contact Mrs Wilson.

Finally, the only thing left to say is keep calm, be confident and do your very best. You have all worked very hard this year, you are well prepared and have shown tremendous resilience!

On behalf of all the staff in Saint Margaret Mary's community may I wish you good luck and every possible success.

Best Wishes,

S Wilson
Depute Head Teacher