



Mark Jones  
Head Teacher  
Inverurie Academy  
Jackson Street  
Inverurie AB51 3PX  
Tel. 01467 621655  
Fax 01467 624425  
[inverurie.aca@aberdeenshire.gov.uk](mailto:inverurie.aca@aberdeenshire.gov.uk)

28<sup>th</sup> March 2018

Dear Parent/Carer

**Scottish Qualifications Authority Examinations 2018**

**1. Study Leave Dates**

National Qualification examinations at National 5, Higher and Advanced Higher levels begin in the near future. To assist your child to prepare for examinations they have been granted a period of study leave.

The last day of lessons for S4 & S5 students who are staying on at school next session is Friday 27<sup>th</sup> April. The first day of Study Leave for these students is Monday 30<sup>th</sup> April.

The last full day for S4, S5 & S6 who are leaving school will be Thursday 26<sup>th</sup> April. A letter has already been issued to parents/carers of these students about the arrangements for the Graduation Ceremony on Friday 27<sup>th</sup> April. Study Leave for these students will commence after the ceremony.

All new S5-6 students will return to school on Tuesday 5<sup>th</sup> June.

Please note that a copy of the actual SQA timetable can be found online at [www.sqa.org.uk](http://www.sqa.org.uk). Please note that some SQA examinations will start/finish at slightly different times and some will finish after the end of the school day. Students and parents/carers will require to make arrangements for travel home after an examination scheduled to finish after the school day.

All S4/S5/S6 students will be issued with a personal copy of their examination timetable during the first week back after the Easter holidays. I will be happy to answer any queries about the timetable. It is vitally important that your child examines their timetable carefully as soon as they receive it and they should contact myself immediately if they find errors or identify problems.

**2. Study Leave Arrangements**

I encourage you to ensure that your child uses the period of study leave in a productive manner. The time is provided for revision and students should create a study plan. Each subject should be revised thoroughly before the examination.

Most students are likely to study at home during study leave, however, the SQA study room (Room 40 opposite the Barra cafeteria) will be available for students who wish to study in school, or need accommodating before, between or after exams. This room will be available for the purpose of study only. Students intending to use this room must bring materials for study. After their exam finishes for the day, students can either make use of the study room or sign out of school at the office in order to go home to study.

For Health & Safety reasons, students who are in school but not at an exam (e.g. to attend an arranged study class with a teacher) should sign in/out at the School Office and wear school uniform.

**Maria Walker, Director of Education, Learning & Leisure**

**Serving Aberdeenshire from mountain to sea - the very best of Scotland**

### **3. Exam Days**

**Students attending school for examinations, or to meet teachers during study leave, must wear school uniform.**

Students have been issued with a booklet from the SQA setting out the guidelines for their conduct and giving advice for examinations which invigilators have to enforce. A copy can be found online at:

[https://www.sqa.org.uk/sqa/files\\_ccc/YourExams2018.pdf](https://www.sqa.org.uk/sqa/files_ccc/YourExams2018.pdf)

*NB – Your child should bring the Scottish Candidate Number Card from this booklet into their examinations with them.*

It is the responsibility of students to bring the necessary equipment such as pens, pencils, rulers, calculators etc. for each examination. A pen must be used for any extended written answers. Some spare stationery items will be available for emergencies. Students should be sure to bring only what is permissible for each exam, and to carry them without a pencil case.

**Mobile phones, i-pods, mp3 players and smartwatches are strictly forbidden in the examination room.** Students found with any of the above items in an exam venue are likely to have their qualifications withheld by the Scottish Qualifications Authority.

It is vitally important that students arrive in school in good time before the start of an exam.

**A minimum of 15 minutes before the start time of the exam is recommended to give time to double check the exam room venue and seat number etc.** Students waiting for an examination should gather at the Study Room (R40) from where they will be called forward to the exam hall by a member of the SLT or Invigilator.

Students with additional time (early start) should report to the foyer outside the hall 15 minutes before the start of their exam.

Students should also return any textbooks/materials to their class teacher or the subject PT on the day of their exam.

### **4. Absence from an exam**

**If your child misses an examination because of illness please contact the school immediately.** Whenever possible, absentee evidence will be submitted to the SQA for consideration. A medical certificate from a doctor will be required and this must be submitted to the school within **3 days** of the missed exam.

### **5. Return to school following exams**

S4/5 students will receive information about training for S5/6 Responsibilities prior to Study Leave. It is expected that they will attend any necessary training during Study Leave.

All S5/6 students start their school timetable on Tuesday 5<sup>th</sup> June 2018..

### **6. Exam Results**

This year's SQA examination results will be sent to your child on Tuesday 7<sup>th</sup> August. These results will arrive by first class post, and by text or e-mail if your child has registered for this service through *My SQA*. The closing date for signing-up to *My SQA* is Tuesday 17<sup>th</sup> July. Students have received a leaflet re this process in PSE.

In 2014, SQA introduced two types of Results Services which replaced the 'appeals' process, and I wanted to take this opportunity to remind you how these procedures work.

- **The Exceptional Circumstances Consideration Service** will operate throughout the examination period. If a student is unable to sit an exam, for very good reason, such as a family bereavement or serious illness, or if performance in an exam is badly affected by circumstances such as these, parents should contact the school immediately. Where exceptional circumstances have affected a student, the school will then put the student forward for Exceptional Circumstances Consideration. In such cases, the school will

**Maria Walker, Director of Education, Learning & Leisure**

**Serving Aberdeenshire from mountain to sea - the very best of Scotland**

forward alternative evidence - a sample of the student's work – to SQA, to support the request for a qualification to be awarded. The award granted, however, may not be the same as that estimated by the school.

- **The Post-Results Service** may be used by schools where a student's grade is significantly different from that expected. Based on the evidence the school holds about the student's performance throughout the course, a school may request a clerical check and/or an SQA marking review. **The student must, however, give permission for this in writing.**

- A clerical check is a check that all questions have been marked and all marks totalled correctly
- A marking review is where an SQA senior examiner will review the marks awarded to each question to ensure that the original marking is in line with national standards: the work will not be re-marked.

Please note:

- The decision to ask for a marking review rests solely with the school
- As a result of a clerical check and/or marking review, the student's grade may stay the same or be amended up **or** down.

It is important that parents/carers understand that the school will not be able to submit alternative evidence, like course work or prelim examination evidence, to support its request for a review. Decisions about the grade awarded will be made solely on the student's performance in the SQA examination.

The SQA has recognised that the Post-Results Service is a significant departure from previous practice and so have put in place more stringent checks of each markers' work to ensure that final results are as accurate as possible.

Should you have any questions about your child's results, when they arrive in August, you should contact the school in the first instance. If the school decides to make a Results Service request for your child, you will be advised as to the steps that need to be taken.

It would be very helpful if you could share the information contained in this letter with your child.

Finally, on behalf of Inverurie Academy staff, I would like to take this opportunity to wish your child every success in their examinations.

Yours sincerely

Pauline Fraser  
Depute Rector/ SQA Coordinator

**Maria Walker, Director of Education, Learning & Leisure**

**Serving Aberdeenshire from mountain to sea - the very best of Scotland**