



Kirkcudbright Academy

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Dear Parent

Exam Preparation for current S6 pupils

As the new term gets underway, I am writing to you with information about forthcoming SQA exams and the preparations that we have made for your son/daughter. It is a busy and potentially stressful time for pupils, parents and staff and it is essential that we all work together on this. Our plans are as follows:

- On 22 April, we will tell pupils about final arrangements for SQA exams and issue them with their personalised timetable. This is the only copy of the timetable so we encourage you to ask your son/daughter for it so that you can make a copy and help them to plan their preparation and ensure that they know the exact time, date and location of each exam. Even pupils in S6 need to check this! Pupils must arrive at least 10 minutes in advance of the start of any exam and bring with them pens/pencils and the card with their Scottish Candidate Number on it.
- S6 pupils should attend school as normal until Friday 14 May unless they have an exam before that. It is essential that pupils do attend up until this time so that courses and assessments can be finished. We will not sanction additional study leave prior to this time.
- Although pupils usually want study leave, this does not mean that they have to be out of school. Staff are available to work with pupils during normal class time if pupils want to benefit from further direction and input from teaching staff.
- On the day of an exam pupils do not need to attend classes, either before or after the exam. If it is not possible for them to arrive later/leave school before the end of the school day, then pupils should, however, attend normal classes. They cannot opt to go to alternative classes or sit around in the dining hall.
- Since exams are part of normal schooling, pupils should wear school uniform during the exam period and they must not bring mobile phones or other electronic gadgets into the exam rooms, even if they are switched off. **Pupils stand to lose a pass in an exam, or indeed in all exams, if they are caught with a mobile phone/electronic gadget.**
- Should a pupil be ill on the day of an exam, we ask that you contact us by phone by 8am at the latest on the actual day of the exam. Thereafter, you should obtain a medical certificate from your doctor and send it to school within 2 days so that this can be forwarded to SQA. Pupils who do not turn up for an exam for which they have been enrolled are regarded as truanting and we will ask you, as parents, to pay the exam fee which is incurred

Since S6 pupils leave us after their exams, they should ensure that they return their Leavers' Form to either Mr Forbes or me and bring all their books back after their last exam to allow us to issue to classes in June. Thereafter, we look forward to seeing them for Prize-giving on Thursday 1 July as their final farewell to Kirkcudbright Academy before they venture to new territories. No doubt, like us, you are wondering where the past six years have gone.



Appeals

Pupils and parents frequently phone to ask for an appeal to be made when exam results are not as good as anticipated. This is usually not necessary as our staff submit appeals for any pupil where there is substantial evidence that he/she was expected to perform better, based on prelim results/estimates submitted to SQA prior to the examination diet. Appeals are submitted very soon after the start of the new term, with priority given by SQA to candidates where a place at university/college depends on the results of the appeal. If your son/daughter finds him/herself in the position that he/she needs an upgraded mark for a university place and knows that course work/prelim grades provide the necessary evidence, we ask that you alert us to this so that we can ensure that appropriate action is taken.

If you have any questions about the exam preparation period or the SQA exams themselves, do not hesitate to contact me in school. Further information is also available on the SQA website, www.sqa.org.uk, and in the documentation which pupils will receive on 22 April. In the meantime, I ask that you acknowledge receipt of this letter, either by returning the attached reply slip, phoning the school office or emailing the school office – koffice612@ea.dumgal.sch.uk.

Yours sincerely

Patricia M Dobson
Depute Rector

Exam Preparation/Induction for current S6 pupils

I acknowledge receipt of this letter for _____
(Please insert the name of your son/daughter.)

Comments:

Signed: _____ Date: _____