



Bannerman High School
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Head Teacher
Ms Seonaidh Black
MA (Hons)

Our Ref: RO/LH

Your Ref:

Date: April 2023

Dear Parent/Carer

S4 National Qualifications 2023

Your child is now in the final stage of their coursework and preparation for their 2023 National Qualifications. It is extremely important that both you and your child are familiar with the date(s) and time(s) of the examinations, which they are due to sit during the exam diet. Pupils should ensure that for each exam they check the notices at the front office to ensure that they have the correct location.

We would also request that pupils arrive with plenty of time to sit each examination and be ready outside the exam room at least 10 minutes before the exam is due to start. If for any reason they are late, they must report to a member of the Senior Leadership Team who will decide if your child can sit the exam. A copy of the SQA examination timetable can be found using the following link - <https://www.sqa.org.uk/sqa/1439.10931.html>

If your child is unable to sit an exam because of illness or any other reason, this must be reported as soon as possible to the school.

Your child has also been issued with a “**Your Exams 2023**” booklet and this gives further important information in relation to the SQA examinations - <https://www.sqa.org.uk/sqa/100863.html>. The guidelines have been issued to all schools by the SQA and must be adhered to. In particular, it lists the items that are prohibited in the examination room:-

- Mobile Phone
- Electronic Devices that are web enabled such as Smartwatch/Tablet
- Book/Notes/Sketches or paper
- Pencil Case/Calculator Case

This is in compliance with SQA guidelines and under **no** circumstances should they be taken into the examination room. If a pupil fails to follow our instructions regarding mobile phones she/he will have the phone confiscated but this will be at the owner’s risk. If a mobile phone should ring during an exam there is a strong possibility that the pupil will forfeit the exam. This complies with SQA guidelines. Should they need to, candidates can access a telephone in the school office if they require to contact a member of their family following their examination.

Candidates should also liaise with their Maths teacher regarding the use of calculators in the examination room. Again, any candidate found in possession of an unauthorised calculator will have their examination paper withdrawn.

Please note study arrangements below, which are to ensure S4 learners have maximum opportunity for exam study, support from teachers and consolidation of coursework, in preparation for their examinations and S5 options:

- From **Tuesday 24th April 2023**, unless otherwise arranged, S4 pupils will be on study leave until **Thursday 1st June 2023**.
- Pupils sitting only National 4 may be required to attend school throughout this period. If they are studying for National 4 qualifications, there will be no external SQA exam at the end of their course. However, there may be timetabled assessments which they must undertake during the SQA examination period which will determine whether or not they pass N4 and can impact on their entry to their S5 course choices. All the Courses and Units they complete are valuable recognition of their learning achievements and will help them progress their learning in the future.
- It may be that your child wishes to consult with members of staff during the period of Study Leave to answer any particular problems, which have arisen during revision. Pupils are welcome to attend for such help at the normal timetabled periods for each subject, when teachers should be available for consultation. Timetabled masterclasses will also take place prior to each exam.
- Please note there are school holidays on **Monday 1st May, 8th May and Inservice 25th May 2023**. Pupils must attend, in full school uniform, for examinations timetabled on those days.
- All pupils should return to school on **Thursday 1st June 2023** and it is vitally important that they attend from then on, if returning to school.

S4 students have been excellent supporters of our school uniform policy and I would ask you to remind your child that uniform must be worn **whenever** pupils come into school. Any student leaving school must ensure that they have completed and returned their leaver's form, IPAD/Charger, and all books (*including Library books*), which they have at home, by **Thursday 1st June 2023**. Leavers' forms should be collected from the reception office, and returned there, once signed by all the appropriate subject teachers.

To ensure the smooth running of exams school staff and invigilators will also be present during the examinations. Should you have any queries regarding any SQA examination matters please do not hesitate to contact myself or your child's Pupil Support Teacher/Year Head for clarification.

I wish your child every success in their National Qualifications.

Yours sincerely

Ms Ruth Ohldag

Ms Ruth Ohldag
Depute Head Teacher