



BRIDGE OF DON ACADEMY

Be Caring Be Honest Be Respectful Be Your Best

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6 January 2020

To All Pupils In S4, S5 & S6

Prelim Exam Diet – January 2020

Bridge of Don Academy's Estimate Exam diet is scheduled to take place in the two weeks from Monday 20 January until Friday 31 January inclusive. A copy of the estimate exam timetable is on Google Classroom.

Study leave will be given for S4 to S6 pupils from Monday 20 January until Friday 31 January.

The provision of study leave for estimate exams varies between schools, with sound arguments for and against. The following points have all been considered in relation to our decision to allow a two week study leave period.

- Performance in the estimate exam, however, is used to determine whether or not pupils should sit the final exam in May, in accordance with the national guidelines and school policy.
- It is widely accepted that pupils benefit from the experience of sitting an exam under the same formal conditions as those in May/June, by becoming familiar and comfortable with the SQA's rules and exam supervision by official SQA invigilators.
- The timetabling of an estimate exam diet has a serious impact on the accommodation available for classes within the school. A single exam paper, for example, may have a number of pupils who require to sit the exam in a separate room as a result of having additional assessment arrangements recognised by the SQA. In some cases, this involves the pupil having either a reader or a scribe, which forces them to have a room to themselves. We are unlikely to have the necessary accommodation available if all S4 to S6 classes remain in school during the exam diet.

I would like to remind you about assemblies in school, led by Mrs McWilliam, where advice and guidance was given with regard to study and work ethic, underlining the importance of planning your study time sensibly and wisely. Revision advice is available on the school website under 'Pupils > Exams'.

The current economic climate makes it extremely competitive for young people securing jobs or places in further/higher education, as well as local industry. You must maximise your opportunities by performing as well as you can in your exams.

Please bear in mind the issues covered at the SQA assembly regarding the code of conduct for pupils undertaking formal examinations.

- Official SQA invigilators are employed to supervise and manage the exams and their instructions must be followed with respect, first time, every time. Decisions taken by an invigilator, including disciplinary action, will not be overruled by the Head Teacher.
- Invigilators are not allowed to give help or explain the wording of questions.
- Pupils must check the main entrance noticeboards in advance of the exam to confirm rooms and seat numbers.
- A list of items the Scottish Qualifications Authority ban from being taken into the exam room includes: mobile phones (even if switched off), MP3 players (or similar), calculators with inadmissible data, pencil cases, notes and books. Anyone found with any of these in the exam room will be awarded zero marks for the exam.
- Bottled water must have all labels removed.
- If you are ill on the day of the exam, contact the school as soon as possible and provide a medical note within five days.
- In the event that you are likely to be late for an exam, for example due to transport failure or late school bus, you should phone the school office as soon as possible. You will not be permitted into an SQA exam 30 minutes after the start.
- When you have finished the exam, you are not permitted to simply 'hang around' the school by congregating in the canteen or other parts of the building. You may remain in school to study silently in a designated area or you can choose to go home.

Unfortunately, there may be some pupils whose exams stretch beyond the end of the normal school day. Unfortunately, we are unable to reschedule school buses/taxis and would hope that pupils who normally take school transport are able to make arrangements to get home safely.

Finally, staff are here to help with any problems you may have in subjects or simply to offer advice on how to get the most from the time available. The school is available should you prefer to study here but, as with attendance for exams, you must continue to wear school uniform. You must also sign in at the office on days you do not have an exam, in order to comply with health and safety requirements. You are also advised to check that your teachers are available, should you wish to see them, in case they have been given other classes to cover during the times they would normally have your class.

We all wish you well in your prelim exams and hope that your grades are a result of doing as well as you possibly can.

Yours sincerely

Mr Jamieson
Depute Head Teacher