



BRIDGE OF DON ACADEMY

Be Caring Be Honest Be Respectful Be Your Best

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Dear Parent and Pupil

S4 to S6 Study Leave - Scottish Qualifications Authority Exams 2017

The 2017 SQA exam diet begins on Tuesday 2 May 2017. Pupils in S4, S5 and S6 are granted a period of study leave to allow them to prepare thoroughly for their National 5, Higher and Advanced Higher examinations.

Key Dates

Friday 28 April 2017: Study leave begins at lunchtime for S6, 2.55pm for S4/S5
S6 Leavers' Lunch

Thursday 1 June 2017: New S5 induction

Friday 2 June 2017: New S6 induction
Last day of study leave

Monday 5 June 2016: New timetable begins

Study Leave Arrangements

Study leave provides pupils with the opportunity to make final preparations for examinations and assessments, taking responsibility for their learning by having a regular routine of study each non-exam day. Advice on revision strategies has been discussed at assemblies is available on the school website.

Pupils are expected to be in full school uniform when in school, for exams, private study and meeting with teachers. Pupils should bring their own notes and study materials. Some subject departments may make arrangements for pupils to come into school to do specific pieces of work or to practice skills needed in the examinations.

Pupils are reminded that they should not distract others while studying in school. In addition, the school canteen is not to be used as a study or social area. Anyone in the canteen, other than at break or lunch, will be asked to leave the school grounds.

Exam Arrangements

All candidates will receive an individual timetable for the examinations with details including times, examination room and candidate number. This information may be updated between the printing of the timetable and the day of the exam. Updates will be displayed on the noticeboard beside the trophy cabinet. It is important that pupils check all information carefully and be aware of the date, time and rooming

arrangements for each of their examinations. Start and finish times of all exams will vary from those on the SQA website in order to fit into our school day.

Pupils should arrive at the exam room 15 minutes before the start time for registration and to allow a smooth and organised start. In the event of problems with the school buses the driver or transport company will contact the school and appropriate action will then be taken by the Senior Management Team which may include a delay to the start of that exam.

It is essential that the school is contacted immediately if a pupil is unwell on the day of an exam and unable to attend. A medical certificate is always required in such cases for an exceptional circumstances appeal.

Exam Conduct

Pupils must bring all necessary equipment such as pens, pencils, rulers and calculators, where permitted, for each exam. The SQA have strict rules about the following list of items which must **not** be taken into the examination room:

- Mobile telephones
- Smart watches or any item capable of accessing data
- MP3 players or similar
- Calculators containing inadmissible data
- Calculator cases
- Spellcheckers (except where these are permitted for certain candidates)
- Pencil cases
- Books, notes, sketches, bits paper of any kind, or any other unauthorised aid
- Pupils must also ensure they have nothing written on their hands or arms.

A pupil will be asked to leave the exam if an invigilator is made aware of any of the above items in their possession. A report will be sent by the Chief Invigilator to the SQA which is likely to result in a pupil receiving no marks for that exam.

Improper conduct or a disturbance of the exam will result in a warning on the first occasion and being asked to leave if there is a repeat occurrence. In some circumstances, the pupil may be asked to leave on the first occasion. Again a report will be sent by the Chief Invigilator to the SQA and pupils who are guilty of improper conduct will gain no marks for that exam. Examples of improper conduct are:

- Misuse of examination material (including question papers, stationery, etc)
- Use of unauthorised materials in the examination room
- Copying from another candidate
- Collusion - working with another candidate on a task
- Disruptive behaviour in the examination room
- Sitting an examination for someone else
- Using inappropriate, offensive or obscene words or drawings in examination answer books or coursework.

If a pupil is reported for the use of any unauthorised aid and/or improper conduct on more than one occasion, they may be awarded no marks for all of their exams. Pupils will be encouraged by the invigilators to stay for the entire duration of the exam to allow them to do themselves justice. Pupils are not permitted to leave before half an hour of the exam time has elapsed

Exams Finishing Beyond The End Of The School Day

Unfortunately, Central Coaches are not contracted to provide transport home for school bus pupils outside the normal school hours. If you anticipate any difficulties because of late finishing exams please contact the school as soon as possible and we will do what we can to help.

Post Study Leave

During the last week of study leave, all pupils permitted to return for a Fifth or Sixth year must return to school for Senior Induction. New S5 pupils are expected to attend on Thursday 1 June for an entire day of information and activities.

Those returning for a sixth year should attend on Friday 2 June. The S6 induction will begin at the school before moving on to the Holiday Inn Express where a buffet lunch will be provided at £5 per head. They will also vote for those standing for the new Head Prefect and House Captain posts.

Classes will resume on Monday 5 June with new timetables issued at registration. Allowances will be made that day for pupils who do not have appropriate equipment with them, eg PE kit.

Exam Results & SQA Results Service

This year's SQA examination results will be released on Tuesday 8 August. The results will arrive by first class post and by text or e-mail if pupils have registered for this service through MySQA.

In 2014, the old 'appeals process' was replaced by the SQA with a new Results Service. The resulting changes removes the possibility of pupils appealing for an improved grade after their results have been published through the submission of additional pupil evidence. This is explained on our website under Pupils > Exams.

S6 Leavers

A special lunch for the current S6 will take place at the Holiday Inn Express on Friday 29 April 2016. It will be an opportunity to reflect on the past six years that the pupils have spent at Bridge of Don Academy, celebrating their achievements and sharing their plans for the future.

Pupils Leaving School In May 2017

In previous years, some senior pupils have caused disruption to learning and teaching, vandalised school property and caused offence and upset to staff at the school on their last timetabled day.

Any pupil intent on causing disruption will be given a Leaver's Form and asked to leave the premises immediately. That pupil will only be allowed to return to school to sit their exams and will not be allowed to attend the Leavers' Lunch nor the School's Award Ceremony at the Beach Ballroom. If the pupil persists in trying to cause disruption, then they will not only collect a Leaver's Form but may also have their exams cancelled.

We wish all our pupils success in their examinations and hope they make full use of the support available to them in the short period of time left.

Yours sincerely

Mr M Jamieson
Depute Headteacher