



18 March 2024

Dear Parent/Carer

### **S4-S6 SQA Information and Exam Leave 2024**

Pupils in S4-S6 are currently completing their courses and preparing for final SQA exams. Please find some important information for the coming weeks together with key dates below.

#### **Exam Leave Information**

Please find overleaf the key dates for S4-S6 pupils during the SQA exam diet. Exam leave for pupils is granted for revision purposes and pupils can choose to work at home. However, study facilities will be available in school throughout this period and pupils should make arrangements with their teacher to find out when they can come into school for support. When pupils come into school for study purposes, they must wear uniform and sign in at the school office. Pupils in S4 studying 4 or more National 5s have full exam leave, as do all S5 and S6 pupils. Pupils with 1, 2 or 3 National 5s are entitled to 2 days before each exam for study and also the day of the exam.

#### **Meaningful May**

Pupils studying qualifications without exams (National 1-4, NPA, Skills for Work courses) will complete any outstanding work immediately after the Easter break. There will be an alternative timetable for pupils who are not on study leave. This is also a time for work experience which can be self-found or supported through our Pupil Support Leaders. The S4 Year Team will give further details in due course.

#### **Study Support/Easter School**

As in previous exam years, we will have subject workshops prior to each exam which pupils can attend in the lead up to their exam. Each department will highlight to pupils the arrangements for these sessions and we will send the information home in our Craigmount Update before the Easter holiday. Our Easter revision sessions will run from Tuesday 2 April to Thursday 4 April. Pupils have been advised to have a discussion with their teacher and complete a Form on their Year Team page should the session be appropriate for them. In addition to our in school programme, e-Sgoil are offering online revision sessions which are free to pupils and registration is open via their [website](#).

#### **Individual SQA Exam Timetables**

On **Tuesday 16 April**, all S4-S6 exam pupils will receive a copy of their SQA Individual Timetable. This will contain specific information for every pupil about their exam room and their exam seat number. If there are any issues, then pupils must contact their Pupil Support Leader. They should also have signed up to [MySQA](#) through the SQA website.

#### **Assessment Arrangements**

We are confirming Alternative Assessment Arrangements with pupils and parents/carers in the coming days. If a pupil is eligible for this the parent/carers will receive an e-mail confirming the arrangements by subject/exam. We do require a confirmation of receipt from parents/carers so please look out for the e-mail from Mrs Jack.



### SQA Estimates and Tracking Reports

We will issue the tracking reports which will give parents/carers/pupils a final opportunity to see progress, effort, behaviour and homework before the Easter break. This will contain the final level the pupil will be presented at this year together with their Working Grade, which will be the teacher estimated SQA grade.

### Exceptional Circumstances

Occasionally, incidents in life can occur which can impact on a pupil's ability to attend their exam. In these extreme circumstances (usually caused by illness or family bereavement) the school can make a submission to SQA through the Exceptional Circumstances service. If your child is affected by an exceptional circumstance during the SQA exam diet, please contact your child's Pupil Support Leader to discuss this as a matter of urgency. The Exceptional Circumstances service requires verified documentation from a professional such as a doctor. We can provide you with more guidance if required. This must be completed prior to any exam being completed and within 10 days of the exam date. Any application outwith this timeframe will not be considered. Full details of this service can be found on the [SQA Website](#).

### Key Dates

**Final Tracking Report** – Prior to Easter break

**Easter Revision Sessions** – Tuesday 2 April – Thursday 4 April

**Summer Term Begins** – Tuesday 16 April

**S4-S6 Year Team Briefings** – Tuesday 16 April

**S4/S5 Leavers Celebration** – Friday 19 April (Periods 1 & 2)

**S6 Leavers Celebration** – Friday 19 April (Periods 3 & 4)

**Exam Leave Begins** – Monday 22 April

**May Holiday for Pupils** – Monday 6 & Tuesday 7 May

**Victoria Day Holiday** – Monday 20 May

**Exam Leave Ends** – Monday 27 May (except for pupils sitting a National 5 or Higher in Sociology, Art & Design or Economics)

**New Timetable (for all pupils)** – Monday 27 May

Induction days for the new S5 and S6 will take place in August.

Yours sincerely

Scott Pye  
Depute Headteacher