



Aberdeenshire

COUNCIL



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Dear Parent/Carer

S4/S5/S6 EXAM DIET LEAVE

To assist pupils during their preparation for examinations/internal assessments and their future plans, a period of exam diet leave begins on Wednesday 4 May and ends on Friday 3 June (both dates inclusive – pupils' last day in class will be Tuesday 3 May).

During this time pupils are expected to work on a range of activities, which are likely to include the following:

- Study and revision for National Qualification exams
- Completion of outstanding internal assessments/coursework
- Preparation for future study/employment
- Work experience

Principal Teachers of Guidance will be working with pupils to plan how best to get the most out of this time.

This exam leave is offered on the understanding that parents ensure students use their time effectively, working from home (or in school where appropriate) on the activities indicated above. Exam leave may be withheld from pupils who, due to serious lack of application, have failed to make satisfactory progress in their courses over the session and who require to be in school in order to catch up. **Should you wish your son/daughter to benefit from exam diet leave, it is essential that we receive your permission. This should be done by completing the relevant section on the enclosed return slip.** The dates of this exam leave are detailed below.

Wednesday 4 May returning to school on Tuesday 7 June 2016

On any given day during exam leave, students may work at home or in school. Those who choose to work in school should sign in at Campus reception and then go to the designated study area(s) for that date and time.

Students must not abuse the privilege of exam leave by wandering around the campus or the community prior to or after an examination. Students who complete their exams in advance of the end of exam leave, should use the time constructively in preparing for the next stage in their education or career.

When a student is in school during the exam diet period, whether it is to study or to attend an exam, **normal school uniform must be worn**. Exams are a formal and important occasion and this should be reflected in the students' dress.

Individual exam timetables

Due to local circumstances, the timing of many exams will be different to those timings detailed on the SQA website. Copies of the individual student exam timetable showing these local adjustments will be **issued separately, following the Easter break**. These should be carefully checked. To assist your son/daughter with exam preparation during the Easter break, a summary table has been attached which shows which exams take place on each day during the examination period.

Please note that there may be one or two days, when afternoon exams finish after the end of the school day, in which case candidates & parents/carers would need to arrange for the students' own transport home. We are working with SQA and our invigilation team to minimise these occurrences. Once your child has received their individual exam timetable, should you need to discuss any issues around this, then please contact the school.

Arrangement for pupils leaving school

Students leaving school should collect a **Leavers Form** from their Guidance Teacher. It is vital that all equipment and text books etc. are returned to their class teachers and to the library, and that this is confirmed by the class teachers'/librarian's signatures on the Leavers Form. Only once all items have been returned and confirmed by signatures, will the form be authorised by your son's/daughter's Guidance Teacher and then finally by a member of the Senior Management Team.

Arrangements for students returning for further study

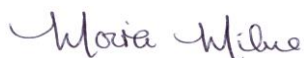
Students planning further study in session 2016-2017 at Alford Academy must return to school on **Tuesday 7 June** when timetabled classes will resume.

Examination Results

The SQA will deliver examination results to the student's nominated address (as shown on the timetables) on **Tuesday 9 August**. Students who also wish to access their results by text message or email first thing on the 9th August should register online with www.mysqa.info, **prior to 5pm on Monday 18 July, 2016 and must activate their account by 5pm on Wed 20 July, 2016**.

We greatly appreciate your support in discussing the contents of this letter and the appendices with your child. On behalf of the staff at Alford Academy, we wish your son/daughter every success and thank you for your assistance in helping him/her prepare for these important examinations.

Yours sincerely



Mrs Moira Milne (Head Teacher)
Encl Examination information and procedures
Exam date summary
Study Leave Reply Slip



Pupil's Name _____ MEL Class _____

EXAM DIET LEAVE

As parent/carer of the above named pupil, I acknowledge receipt of the information about the **SQA Exam Diet Leave 2016**. It is my wish that my son/daughter.

Tick

a) takes advantage of the leave to study at home

Or

b) does not take advantage of the leave and attends school each day during the period of Study Leave

I acknowledge that my son/daughter has received and returned a signed entry confirmation report which they have checked for accuracy in terms of

- entries (subjects and levels)
- the name to be printed on the result certificate
- the address to which the certificate will be sent.

Signature of Parent/Carer _____

Date

Please return Reply Slip on or before Wednesday 20 April 2016.

EXAMINATION INFORMATION AND PROCEDURES

VENUE AND INVIGILATION OF EXAMINATIONS

Examinations will take place within Alford Community Campus, and will be invigilated by the same team who supported the students during their prelim. examinations. Each invigilator has been through the process of “vetting” carried out by Disclosure Scotland, and relevant details (held by the school) about individual student’s medical conditions and health will be provided to the Chief Invigilator to ensure that she can carry out her duties with due regard to the health and safety of all students. The majority of examinations are scheduled such that pupils can still use school transport if they wish.

EXAMINATION PREPARATION

The night before, or the morning of a major exam can be stressful! This can result in students arriving ill-equipped for the exams. Even senior students can benefit from a friendly face running through the list of possible items that they may need for their exam (for example **students should ensure they bring blue/black pens, a ruler and when necessary a calculator, HB pencil and eraser**). It can also help to have a copy of the exam timetable displayed so that everyone in the household can support and encourage students as they prepare for their exams. Students should be aware that some adjustments to start times are made locally for some exams compared with the times published on the SQA website, and should ensure that they arrive in good time for each exam, waiting quietly outside the exam venue. Again, although obvious, it is worth reminding candidates that it is important to eat properly during the exam period (including a healthy breakfast), and to get enough sleep. Staying up the night before an exam “cramming” is usually counterproductive.

CONDUCT OF CANDIDATES IN THE EXAMINATION ROOM

Prohibited items

The following items **may not** be brought into the examination room.

Mobile phones

The SQA state that under no circumstances can mobile telephones or any other electronic communication devices be taken into the examination room. If it is essential for your child to take their phone with them, they must hand it (switched off), to the invigilator prior to the examination starting. Please note that candidates bringing any “valuables” to the exam venue do so at their own risk. Neither the school nor the invigilation team accept any responsibility for any valuables at any time during the examinations, although will provide a communal tray which will be stored out with the exam hall. **Any candidate found in possession of prohibited equipment during the examination may have their entry for the examination cancelled.**

Calculators

Class teachers will inform pupils whether a calculator can be used in their examination papers. Sharing of calculators is not permitted. It is the candidate's responsibility to ensure that their calculator does not contain

- inadmissible facilities such as a computer algebra system (CAS)
- inadmissible stored data or text
- any form of hand-held computer e.g. a personal digital assistant(PDA).

Other prohibited items include;

MP3 Players/iPods, pencil cases, calculator cases, notes or books other than those expressly permitted by the SQA for a given exam. Food and drink is not permitted within the exam venue except by prior agreement with the SQA coordinator or chief invigilator. Where bottled water is permitted the label must be removed from the bottle. Students are not permitted to leave personal items, including litter or empty bottles, in the exam venue once their exam is over.

LATENESS AND ABSENCE

While it cannot always be guaranteed, if for any reason, a student is late for an examination, he/she should report to the examination without delay, where they will be advised by the invigilator team if they are permitted to enter late. If possible the school office should be informed, and an indication of the student's expected arrival time given. If your son/daughter is ill and unable to sit an examination please inform the school by telephone before the start of the examination, and provide the school with a medical certificate covering the dates of the absence as soon as possible.

MALPRACTICE

While the conduct of our students is normally of an exceptionally high standard, malpractice is a serious matter, and all students must be careful to comply with the regulations of the SQA, local policy and instructions of their invigilation team, or SQA coordinator. Candidates may forfeit marks or have an award in the current diet of examinations — *in any or all of their subjects* — cancelled if they attempt to gain an award by any form of deceit, or if their conduct is contrary to any of the following conditions.

Candidates must not:

- ◆ take into the examination room any prohibited item
- ◆ communicate **in any way** with another pupil during an examination
- ◆ intentionally cause a disturbance in the examination room
- ◆ submit work which is frivolous, abusive or otherwise offensive
- ◆ cause disruption in an exam or while leaving an exam

Students who have any query or problem (not relating to the content of the exam paper) during an examination should quietly raise their hand, and wait for an invigilator to respond. Pupils must remain seated in the examination room until dismissed by the exams invigilator.

SQA Exams 2016
Summary Exam Timetable

Date	Exam	Level
Thurs 5 May	English	Nat 5, Higher, Advanced Higher
Fri 6 May	Geography	Nat 5, Higher, Advanced Higher
Mon 9 May	Biology	Nat 5, Higher, Advanced Higher
Tues 10 May	Graphic Communication	Nat 5, Higher
Thurs 12 May	Maths	Nat 5, Higher, Advanced Higher
Fri 13 May	Music	Nat 5, Higher
Mon 16 May	French	Nat 5, Higher
Tues 17 May	Administration & IT	Higher
Wed 18 May	Chemistry	Nat 5, Higher, Advanced Higher
Fri 20 May	History	Nat 5, Higher, Advanced Higher
Mon 23 May	RMPS	Nat 5, Higher
Tues 24 May	Physics	Nat 5, Higher, Advanced Higher
Wed 25 May	Drama	Nat 5, Higher
Thurs 26 May	Spanish	Nat 5, Higher
Fri 27 May	Business Management Computing Science	Nat 5, Higher Nat 5, Higher, Advanced Higher
Mon 30 May	Modern Studies	Nat 5, Higher
Tues 31 May	Art & Design	Nat 5, Higher
Wed 1 June	Psychology German	Higher Nat 5
Thurs 2 June	Design & Manufacture	Nat 5, Higher
Fri 3 June	Physical Education	Higher

**Personalised exam timetables will be issued
following the Easter holidays**