



28 March 2019

Dear Student

Re. SQA Exam Arrangements 2019

Please find attached your timetable for the SQA exam diet which starts on Thursday 25 April. Your timetable includes the dates, times and locations of your exams along with your allocated seat numbers. Study your timetable carefully to make sure the information provided is correct. If you have any concerns about your timetable, please let me know. A full version of the SQA calendar is available to download at www.sqa.org.uk/timetable

Exam Boosters

For National 5 and some Higher courses there will be an exam booster. These are not shown on your timetable but are listed below. Exam boosters will be delivered by your subject teachers and provide an opportunity to revisit the structure and timings of exams before entering the exam hall. Last year students gave positive feedback on exam boosters which helped them feel calm and reassured about their exams. It is important you attend your exam boosters unless you have made alternative arrangements with the Support for Learning Department. A register will be taken at each exam booster before you enter the exam hall. Please arrive at your exam boosters and exams at least **10 minutes before** the published start time, bringing a blue or black pen (excluding gel pens) with you.

Date	Exam Booster	Start Time	Location
25 April	Higher Physical Education	08:40	Library
25 April	N5 Administration and IT	12:40	Library
26 April	N5 Music	08:40	Library
26 April	Higher Music	12:40	Library
30 April	Higher Biology	08:40	Library
30 April	Higher Human Biology	08:40	F20
30 April	N5 Biology	12:40	Library
1 May	Higher Modern Studies	08:40	Library
1 May	N5 Modern Studies	12:40	Library
2 May	Higher Mathematics	08:40	Library
2 May	N5 Hospitality: Practical Cookery	13:40	Library
3 May	N5 Mathematics	08:40	S4 - Library S5 - Maths Department
3 May	N5 Practical Woodworking	13:40	Library
7 May	Higher Spanish	08:40	Library
7 May	N5 Spanish	12:40	Library
7 May	N5 Hospitality: Practical Cake Craft	12:40	G09
8 May	Higher English	08:40	English Department
9 May	N5 English	08:40	English Department
9 May	Higher Photography	12:40	Library
10 May	Higher Chemistry	08:40	Library

10 May	N5 Chemistry	12:40	Library
13 May	Higher History	08:40	Library
13 May	N5 History	12:40	Library
14 May	Higher French	08:40	Library
14 May	N5 French	12:40	Library
15 May	Higher Physics	08:40	Library
15 May	N5 Physics	12:40	Library
16 May	N5 Business Management	08:40	Library
16 May	N5 Design and Manufacture	12:40	Library
17 May	N5 Engineering Science	12:40	Library
20 May	N5 Media	12:40	Library
21 May	N5 Graphic Communication	12:40	Library
22 May	N5 Computing Science	08:40	Library
22 May	N5 Health and Food Technology	12:40	Library
23 May	N5 Drama	12:40	Library
23 May	Higher Drama	12:40	LG90
24 May	N5 Art and Design	12:40	Library
27 May	N5 RMPS	08:40	Library
27 May	Higher RMPS	08:40	G14
27 May	N5 Fashion and Textile Technology	12:40	Library
28 May	Higher Geography	08:40	Library
28 May	N5 Geography	12:40	Library

Study Leave

Study leave for S4 students sitting **two or more** National 5, Higher or Advanced Higher exams starts on Wednesday 24 April with the last day of classes being Tuesday 23 April. For those sitting **only one** National 5 exam, up to two days study leave can be taken in advance of your exam. All other S4 students are expected to attend school as normal throughout the SQA exam period. S5 students should take the full period of study leave regardless of the number exams they are sitting.

To limit disruption to those sitting exams, the study booths located in public areas will not be available to use during the school day throughout the exam period. However, a supervised study area will be available in the Library which will be open for private study during lesson times. Please make sure that you are wearing your school uniform whilst in school.

Exam Rules and Guidelines

We will be holding assemblies and giving you a copy of 'Your Exams 2019' to remind you of SQA's rules and code of conduct in the exam room. You should familiarise yourself with this information including the prohibited items that are not allowed on your exam desk. These include mobile phones and web-enabled electronic devices such as tablets and smartwatches. Please read and follow these guidelines so that everyone has a fair and equal chance of doing their best.

Exceptional Circumstances

If you are unable to attend an exam or your exam performance is affected by an incident beyond your control, please contact me to find out whether you are eligible for Exceptional Circumstances. Please note that SQA will only accept a request for Exceptional Circumstances within 10 working days of an exam.

Results

SQA operates a secure online service called MySQA that will allow you to receive your results by text or email from 8.00am on 6 August, in addition to your paper certificate. To get your results by text or email, you will need to sign up at www.mysqa.org.uk by 5.00pm on 17 July.

Post Results Service

We can submit a Post Results Service request where we hold clear and compelling evidence that there is a reasonable probability that an error has occurred with the marking or the totalling of marks of an examination script. That is, if your final grade is markedly at odds with the totality of assessment evidence gathered during the course and out of line with the performance of other candidates with similar profiles.

Post Results Service requests are submitted by the school with the permission of candidates and the Headteacher. The service opens on results day and can take the form of a clerical check or a marking review. A clerical check makes sure that all parts of an exam have been marked and that the marks given for each answer have been totalled correctly. A marking review makes sure that all parts of an exam have been marked, that the marking is in line with the national standard and that the marks for each answer have been totalled and entered correctly. A priority marking review can be requested before 16 August if you require a result to secure a conditional place at university or college.

Whilst curriculum leaders will check your results in August, please see your subject teachers if you think we should request a clerical check, marking review or priority marking review for you. You should be aware that the Post Results Service cannot be requested where your final grade is in line with or exceeds the estimate submitted to the SQA or where your mark is simply near a grade boundary.

Finally

Students leaving Portobello High School this summer will need to return their iPad and accessories on the day of their last exam or beforehand. They should also return their textbooks to departments.

Following the SQA exams, the new timetable will launch on Monday 3 June with an induction programme for senior students. S5 should arrive in school at 8.50am with S6 starting at 9.40am. Please go straight to the Assembly Hall.

If you need to discuss any of the information in this letter, please do not hesitate to get in touch.

With very best wishes for your exams.

Yours faithfully,

J C Ziltener

Depute Head Teacher