

Dear Parent/Carer

#### S4 NATIONAL 5 PRELIMINARY EXAMINATIONS

The S4 National 5 preliminary examinations will take place beginning **Monday 23<sup>rd</sup> January** and run through to **Friday 27<sup>th</sup> January** inclusive. Only S4 pupils who are sitting **National 5** Level prelims will have exam preparation leave. There is no exam preparation leave for the following subjects/levels as they do not have an external examination:

- **All** National 3 or 4 Level subjects
- National 5 Administration & IT
- National 5 Physical Education
- National 5 Early Education & Childcare

Exam preparation leave will apply to the **day before** each National 5 Level prelim and any remaining time after that day's prelim(s) has finished. If your child does not have a prelim on a particular day, or the day after, they should attend school as normal.

We would appreciate if parents/carers would help support the school by ensuring your child adheres to the following:

- Pupils should report to the school Social Area 30 minutes **before** their examination begins. This will allow the school to register the candidates and ensure that no-one is missing. If a pupil is running late, the school must be contacted on **0141 582 0050**.
- All pupils must wear **full** school uniform as tracksuits, casual clothes, jeans etc. are not acceptable and will not be allowed in the examination room.
- All pupils should bring everything they need e.g. pens, pencils, ruler, calculator etc.
- Mobile phones are **not** allowed into the examination room. It is up to each pupil to make arrangements for storing their phone if they bring it into school on the day of an exam. The invigilators have a very strict policy on having a mobile phone in an examination room and can remove candidates from an exam, or in certain circumstances cancel all exams.
- Pupils must remain in the exam room for the entire duration of the exam. If your child finished with time to spare, this time should be used to check and recheck their paper.
- Absence from an exam will result in an overall **NO AWARD**. Anyone who is going to be absent must telephone the school before the examination starts and produce a parental letter on return to school.

The prelims are an excellent way of practising exam technique while gaining a real understanding of strengths and areas for development. The evidence generated by the prelims can also be used for a pupil who is unavoidably absent from the formal examination.

Thank you for your ongoing support.

Yours sincerely

A Fraser  
Depute Head Teacher