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Dear Parent / Carer,

Prelim Examinations 2024

The timetable for this session's prelim examination diet will be published on Monday with a copy being sent home with your child / ward before the end of term. The information will also be added to the school website under the '[useful links for parents](#)' as well as the [pupil section](#).

The prelim examination diet will run from Monday January 15th 2024 until Friday January 26th 2024 inclusive. The [main SQA examination diet](#) in the summer term, which will last twenty seven school days spread across April, May and June 2024, has been condensed into ten days for this prelim diet with the final afternoon being set aside for any catch up assessments or for pupils who have a clash of assessments. As a result of this, there may be occasions where your child / ward will be expected to sit more than one examination in a day. Pupils who have a clash of assessments should have received information regarding which examination they will be expected to sit on Friday 26th January. If, however, this hasn't been communicated to your child / ward, please ask them to come and see me before the end of term so this can be rectified.

As explained in the prelim timetable, pupils who are studying Music will have their practical examinations organised by their music teacher during the prelim diet at a time which doesn't clash with their other examinations. Further to this, pupils who are sitting National 5 Practical Cookery have been allocated a group/day for their practical exam to avoid it clashing with their other examinations but if there are still issues, again, I should be informed.

Your child / ward will be allocated study leave during the prelim examination diet and it is essential that they make maximum use of the time allocated to them. There are a number of supports and revision resources for pupils which have been shared with everyone through Clan, PSE, subject classes, and study classes; if pupils are not sure about what they are required to revise or how best to do it, they should speak with their subject teachers in the first instance. For pupils who are sitting National 3 or National 4 courses which do not have external final exams, there are supported study sessions being run by subject teachers to consolidate learning and prepare for internal assessments and pupils are encouraged to [sign up](#) to them to help.

Given the importance of the prelim assessments, it would also be advisable to encourage your child / ward to spend some of the festive period revising and working their way through past paper questions to ensure that they are as prepared as possible. To support with this, pupils can access revision materials from the pupil area of the school website under the '[Home learning and pupil revision](#)' section; pupils also have access via Glow to E-sgoil, ACHIEVE and SCHOLAR study support, including live and pre-recorded sessions – links to all of these, and more, were shared in the parent letter that

was sent on 13th October to all parents. This can also be found on the school website in the [letters section](#).

Pupils who currently attend North-East of Scotland College are expected to attend classes as normal during the prelim diet if they don't have an examination to sit. If an examination clashes with a College class, it is important that the school is made aware in order for this to be communicated to the College; pupils should let me know if this applies to them as soon as possible.

With regards to the practicalities surrounding the prelim assessments, all pupils, for health and safety reasons, must wear full school uniform if they are coming into school during the prelims, whether it is to sit an examination, study or drop in to seek support from a teacher.

If your child / ward is ill on the day of one of their examinations, please contact the school through the normal channels to inform us of their absence. We will then liaise with pupil and teacher to look into rearranging the missed assessment.

There are one or two occasions where an exam runs beyond 3:30pm. If this applies to your child and they normally get school transport, additional transport will need to be organised by individuals/families as school transport times cannot be changed.

Finally, as with the SQA examinations at the end of the year, we will not permit entry to an examination if they arrive more than 30 minutes late and so your support to ensure pupils are in school within an adequate time of their exam starting is much appreciated.

Kind regards,

Mrs Kirsty Campbell-Robertson

Depute Head Teacher