

Dear parent/Carer,

Pupils working at National 5 level in their current subjects will be involved in a series of formal assessments during a two-week period starting soon after Christmas commencing on January 11th, as highlighted in the school planner published in late November. These assessment weeks are planned to ensure all pupils will sit the assessment for a particular subject at the same time. Pupils working at National 4 or National 3 level will remain in class on normal timetable working on further coursework or preparing for relevant assessments.

The timetable for these assessments is also on the school website at **parkmains.com**

More details as to which rooms the assessments will take place will be issued to pupils immediately after the Christmas break.

Pupils with additional assessment arrangements will get an individualised timetable.

These assessments will be used to help your child understand where they are in each subject area and what they need to do to improve. In recent weeks their subject teachers will have given them key advice on how best to prepare for each individual subject.

These assessments will also form **part** of the information to be used to determine your child's provisional grades this year though it must be emphasised that, though important, this will not be the **only** information used. Some key work they have already completed in class and other assessments to be carried out in class during February to May, will also be used to ensure your child receives a provisional grade which accurately reflects their performance in each subject. There is further information on the process for determining pupil grades on the SQA website at **sqa.org.uk** under the *Message for Learners: National 5* section.

For the assessments pupils should –

- Arrive at the correct room 10 minutes before the assessment starts
- Remain in the room for the full duration of the assessment
- Bring their own equipment e.g. calculator, pens, pencil and highlighters.
- Some assessments are one hour long from 9 – 10 a.m. Once complete, your child should report to their normal period 2 class.

When pupils do not have an assessment – They will follow their normal timetable. Class teachers should offer pupils the chance to revise for their next assessment when in normal classes so pupils should bring relevant materials to work on i.e. they may be in their normal geography class but are studying for an upcoming biology assessment.

If a pupil arrives late to school when they have an assessment – Pupils should report to the school office and inform the office staff they have arrived late for an assessment. A member of the SMT will speak to the pupil to decide whether they can go into the assessment room. Pupils should **not** go directly there.