



What to do if your child arrives late for an examination

If a parent/carer is aware that their son/daughter has got the timing of the examination wrong and has missed the starting time, they should telephone the school immediately and get a message to Mrs Z Hill, the Exams Officer. Depending on how long the exam has been in progress, it may be possible for the student to be admitted. However, we are bound by Awarding Body regulations on this matter.

A pupil who arrives within 1 hour of the start time will be allowed to sit the exam and be allowed the full time for the paper. A report will be sent to the awarding body explaining the reason for the late start and candidates should note that the awarding body may not accept their exam paper.

It is important that a parent/carer keeps the student under supervision at all times from the start time of the examination until the student is handed over to a member of staff. On handover, both parent/carer and student will be asked to complete and sign a statement stating why the student was late and to document the supervision arrangements that were in place until the student was handed into the supervision of a member of staff at the school.

Students who arrive more than 1 hour after the official start time or after the end of the exam may not be admitted to the examination. This is at the discretion of the school. The Awarding Body will be informed and your child may not receive a mark for their paper.

What to do if your child is ill on the day of an examination

If a student is unavoidable ill on the day it may be necessary for the student to stay away from school. You should inform us that they are going to be absent from the examination on that day and get a message to Mrs Z Hill. Please telephone the school as early as possible if your son/daughter will not be attending an examination.

If they will be present but are unwell, please let the school office know as it is helpful for the invigilators to be aware that a student is feeling ill in the exam.

Please follow the guidance regarding self-certification:

Please ensure that you fully complete a self-certification form and return it to Mrs Z Hill within 3 days of the examination. If the student sits the exam, you should still return the self-certification form along with any medical evidence, so that if necessary the school can forward it to the Awarding Body to request special consideration on the grounds of illness. If the student is unable through illness to sit a paper the Awarding Body may, after examining the application and any evidence of performance on other papers, decide to award a grade (a minimum part of the assessment needs to have been taken to enable the Awarding Body to calculate a grade). It is essential that you return the form promptly for this to happen.

Please also be aware that any medical information must be accompanied by a self-certification form detailing the specific examinations to which it refers and the date on which the paper was sat.

Retrospective information is not accepted by the Awarding Bodies and any forms must be forwarded to Mrs Z Hill without delay, as there is a tight deadline.

What happens if a student does not turn up for an examination?

A student, who absents themselves from any examination without providing a self-certification form along with any medical evidence, or a satisfactory reason for a request for special consideration, will receive a grade based only on those elements of the examinations which have been marked.

Parents should be aware that the school will seek to recover the exam fees if a child does not turn up for an examination and parents will be asked for the entry fee payment per GCSE, depending on the Awarding Body fees, in the event of absence.

What is a Special Consideration

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Post examination special consideration covers instances of:

- temporary illness or accident/injury at the time of the assessment;
- bereavement at the time of the assessment;
- domestic crisis arising at the time of the assessment.

Any illness, or family circumstances, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to Mrs Z Hill so that an application for special consideration may be made to the awarding bodies.

Special consideration can only go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate.

Parents should be aware that only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination. No feedback is ever provided.

Should you have any questions about the administration of the examinations please contact Mrs Z Hill on exams@sasyorks.org or ring the school office.