

### **What to do if you arrive late for an exam**

Students who arrive late at the exams office (**before** 10.00am for morning exams, and **before** 2.30pm for afternoon exams) for an exam must contact the exams office in the first instance (ideally by telephone before arrival).

Report to the exams office immediately on arrival at College.

At the College's discretion, Students will usually be allowed to enter the examination room or may be accommodated elsewhere for their exam.

A late Student will be allowed their full allowance of time, including any permitted extra time and rest breaks.

### **Students will be considered very late if they arrive:**

a) **after 10.00am for a morning examination or after 2.30pm for an afternoon examination.**

b) after the awarding body's published finishing time for an examination that lasts less than one hour.

If you think you may arrive after these times you **must contact College/exams Office**. Ensure you have a parent/guardian with you and that you hand your phone to them. You must not be left alone and you cannot use the internet etc. Parents/carers must escort students to the exams office and may be required to make a written statement.

It is entirely at the discretion of the awarding bodies whether or not a script from a very late Student is accepted.

### **What to do if you are unwell on the day of an exam**

If you feel unwell during an exam please let an invigilator know, if you complete the exam we may be able to ask for the awarding body to consider a request of special consideration (medical evidence will be required in most cases). Please make your GST aware of the situation.

If you feel unwell during an exam and are too unwell to continue, please let an invigilator know as we may be able to ask for the awarding body to consider a request of special consideration (medical evidence will be required in most cases).

If you are unwell and as a result of your illness you cannot come into College please contact the exams office as soon as possible, ideally before the start time of the exam.

Under certain circumstances we can request special consideration is applied by the awarding bodies, but this is done entirely at their discretion. Awarding Bodies will need written evidence from a doctor, explaining what your illness is and its affect

upon you. Without this written medical evidence it is highly unlikely any request for special consideration will be accepted. We will need the medical evidence within 1 week of the date of your exam.

**What happens if you have an unauthorised absence from an exam**

If you miss an exam for any reason other than illness you need to contact the exams office as soon as possible.

The College reserves the right to charge Students the entry fee for exams missed without a valid explanation.