



## **IF YOU ARE LATE or IF YOU ARE ILL**

If you have any questions that are not answered in this document, please contact the Examinations Office at Shenley Brook End School.

### **IF YOU ARE LATE ...**

If you are not in school for the start of an examination, we will try to contact you to remind you where you should be. You should then make your way to school as quickly as possible after receiving such a telephone call.

Sometimes, we cannot get hold of either a candidate or his/her parents/guardians. If you realise you are late for an examination and we have not contacted you, come to school as soon as you can, report to reception and ask them to contact Mrs Bayliss.

If a candidate follows these instructions, we **might** be able to help. If the instructions are not followed, there is nothing we can do. Candidates should be aware that awarding bodies have the right to refuse the script of a candidate who arrives very late to an examination.

### **IF YOU ARE ILL ...**

1. If a candidate is ill (or has some other valid reason for absence – holidays or other personal arrangements are not valid reasons for absence) on the day of an examination, please ring the school and ask to speak to Mrs Bayliss on 520264, Ext 252 (GCSE or GCE candidates) or Mrs Pryde/Miss Harley on 520264, Ext. 263 or Ext. 277 (GCE candidates only) or your form tutor. All candidates will be encouraged to come in to take the examination wherever possible ... it is usually better to make an effort to do something than not to sit a paper at all. If you are put through to voicemail, please leave a message.
2. Whether you come in to sit the examination or not, please make an appointment to see your Doctor **that day**. There is an approved form for completion (which will be used to support any special consideration application made for you) and, ideally, it will be collected from the school **before** you visit the Doctor to allow the surgery to verify your appointment by completing Part B of the form. If it is not possible to collect the form before your visit to the Doctor, it can be completed later.
3. Return the completed form (see point 2. above) or a medical note confirming your absence to Mrs Bayliss as soon as possible.