

May 2022

Dear Parent/Carer and Candidate,

All students have now received their exam timetables and we write to you sharing additional specific guidance for this Summer season only.

**RE: Summer 2020 Examinations Self Certification for candidates who have missed an examination**

We have recently received this information from the Joint Council Qualification (JCQ) regarding candidates who are absent on the day of their examination due to illness. This also includes any candidate who has symptoms and have tested positive for Covid19. The College does not need proof of a positive test as the procedures for all absentees due to illness require the same information.

**Procedures for candidates**

If you are ill on the day of your exam, you must inform the College reception on 01752 987010 by 8.30am.

A self-certification form can be collected on your return to College from the Exams Office or your Head of Year. This form requires completing and signing by all parties to allow the College to apply for Special consideration to the Awarding Body who will make any decision on the overall outcome for grading.

Part A - The Head of Centre/Examinations Officer

Part B – The Parent/Guardian or Carer if you are under 18 years of age

Part C - The Candidate

Once all parts are completed, signed and returned to the Examinations Officer, only then can the College apply for special consideration of the missed exam paper. This must be done within 7 days of the candidate returning to College. Without the signed form – the College cannot apply.

Please ensure that on the day of an exam all students arrive at College by 8:30am. Breakfast is available free of charge in the Canteen between 7:45 and 8:15 and can be accessed by entering through the Stoke Damerel Main Reception between these times. Can we take this opportunity to wish all students the best of luck in their upcoming exams. If anyone needs further support then please do not hesitate to get in touch.

Kind regards,

Sophie Wrigley

**Acting Assistant Headteacher**

**Exams Officer**