

What to do if you are ill on the day of an exam

- If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (**01527 523088**) to inform either your Head of Year or the Exam Officer.
- You must also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examinations Board to ask for special consideration. The Board looks at this in conjunction with other exam marks in that particular subject, coursework marks and mock exam marks. This will then sometimes enable them to adjust the mark and grade accordingly.
- If you are feeling unwell, but still able to travel, I suggest you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.
- If in doubt – **PHONE THE SCHOOL**

If you do not attend an exam without a valid reason, you will be charged for that exam.