



## Examination Day Sickness Procedure

If a student is too ill to sit a public exam, they must

**Contact the School Immediately** on the day of the exam on **TEL: 01279 654901**

The school will then guide the student and may apply for Special Consideration on their behalf, which may involve getting medical evidence from a GP or specialist to support the application.

The specific process and requirements can vary, so it is essential to follow the guidance provided by the school and the exam board.

### Before the exam

- **Contact the school immediately:** Inform the school as soon as possible on the morning of the exam, before it starts.
- **Seek medical advice:** See a doctor to get an assessment and, if possible, a medical certificate or letter, especially if it's a serious illness. Some exam boards may not require a specific medical certificate, but it is best to have one if possible.

### On the day of the exam

- **Inform an invigilator immediately:** If the illness occurs during the exam, inform an invigilator straight away. They will provide guidance and arrange for you to be escorted from the exam room.
- **Inform the school:** Contact the school to let them know you are unwell and will not be taking the exam.

### After the exam

- **Follow the school's instructions:** The school will provide instructions on what to do next.
- **Submit evidence:** You will need to provide evidence, such as a doctor's note, to support an application for special consideration or a similar process.
- **Apply for special consideration:** The school will likely handle the application for special consideration, which may result in a grade being estimated based on performance in other papers.

**Note:** Requirements can vary between exam boards and institutions, so always follow the specific instructions given by your school or college and the exam board.