



## **The Clarendon Academy**

*Aspire to Excellence*

### Running Late for an exam.

Official start times for exams at Clarendon Academy are 8.45am and 1.45pm.

Depending how late a student is, they may or may not be allowed to sit the exam. If it looks as though you will be late on an exam day, contact Clarendon Academy as soon possible via the main reception. We will make every effort to facilitate you sitting the exam as normal with the full time allowed.

### Illness on an Exam Day.

Where possible all students should attend their examination.

Every effort should be made to come in to school. Unwell students should report to the Exams Officers. Special Consideration requests can be made to exam boards and they can make adjustments when marking the exam paper reflecting the students' health during an exam. Please contact Mrs Barrett or Mrs Kenich for advice. If a student becomes unwell during an exam they should advise an Invigilator who will summon the Exam Officers. Again, we will make every effort to facilitate you continuing your exam.

In extreme circumstances parents/students MUST contact Reception at 8am on the morning of the exam to advise us of the absence. We can often offer alternative accommodation for an exam if a student is contagious but feels able to sit the exam. Students must, on return to school, submit medical evidence explaining their absence. Students failing to do so will be charged for the exam entry.

Exams Officers Mrs Louise Barrett and Mrs Sarah Kenich

Ext 207 and 208

[exams@clarendonacademy.com](mailto:exams@clarendonacademy.com)

