

May 2022

Dear Parent/Carer and Candidate,



Community College

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 556065 or the Absence line 284221 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 Office, 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 all students continue to arrive at College by 8:35am. 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,

Mr C Follett

**Head of School**

Principal Miss A Frier BSc (Hons), M.Ed

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**Self-certification for candidates who have missed an examination**

Please read the notes on page 3 before completing this form

<b>Awarding Body</b>	<input type="text"/>	<b>Examination series</b>	<input type="text"/>
<b>Centre No</b>	<input type="text"/>	<b>Centre name</b>	<input type="text"/>
<b>Candidate No</b>	<input type="text"/>	<b>Candidate name</b>	<input type="text"/>
<b>Spec No</b>	<input type="text"/>	<b>Subject name</b>	<input type="text"/>
<b>Component number</b>	<input type="text"/>	<b>Date of examination</b>	<input type="text"/>

**Part A: The centre must complete Part A of this form**

Please select Yes or No beside the following statements

- The centre sent the candidate home ill  Yes  No  
**(\*if the answer is yes, this form does not need to be completed)**
- The parent/guardian/carer contacted the centre to say the candidate was ill  Yes  No  
**(\*if the answer is yes, Part B and C of this form will need to be completed)**
- The centre is aware of medical circumstances which may cause absence  Yes  No  
**(\*if the answer is yes, this form does not need to be completed)**
- The candidate has missed an examination in a terminal series  Yes  No

**Head of centre/Exams officer**

Date \_\_\_\_\_

Name (Please print) \_\_\_\_\_

Signature \_\_\_\_\_

**Part B: The parent/guardian/carer must complete Part B**

**Please select Yes or No beside the following statements**

I telephoned the school/college on the day of (or the day prior to) the examination to say that my son/daughter/ward was too ill to sit an examination  Yes  No

I contacted a medical professional regarding the symptoms, **as below**, and received advice  Yes  No

(Awarding bodies **do not** require medical notes/certificates)

The symptoms were:

**Declaration by parent/guardian/carer**

I understand that it is fraudulent to claim that a candidate is ill when he or she is fit to attend for a scheduled examination.

I understand that the results can be withdrawn and the candidate disqualified if fraudulent claims are made.

**Signed by parent/guardian/carer**

Date \_\_\_\_\_

Name (Please print) \_\_\_\_\_

Signature \_\_\_\_\_

**Part C: The candidate must sign Part C**

**Declaration by candidate**

I felt too ill to attend my examination.

I understand that my results can be withdrawn, or I can be disqualified if I claim to be ill when I was not.

**Signed by candidate**

Date \_\_\_\_\_

Name (Please print) \_\_\_\_\_

Signature \_\_\_\_\_

## Notes on the use of the self-certification form

**This is not a special consideration form. It does not need to be completed (and kept on file within the centre as additional evidence) if the centre knows that the candidate was ill.**

**This form is NOT required in the following circumstances:**

- the candidate has missed a unit and can re-enter at a later date;
- the candidate was sent home ill by the centre;
- the candidate was seen to be falling ill in the centre the day before their absence;
- the centre knows of long-term medical circumstances which can lead to sudden absence;
- the candidate has a prescription or label from medication showing the date when the medicine was prescribed and the name and address of the candidate.

**Where the centre can verify the circumstances, they must be stated when making an on-line special consideration application or on the special consideration form (JCQ/SC – Form 10).**

**This self certification form must only be used in the following circumstances:**

- the candidate has missed a terminal examination or a unit which cannot be re-entered;
- the centre has no reason to suspect that this may be a fraudulent claim;
- the candidate has been attending other examinations so far without problems.

### Procedure

The centre **must** complete Part A when the parent/guardian/carer contacts the centre unexpectedly, to say what has taken place.

The parent/guardian/carer **must** complete Part B and the candidate completes Part C.

**Electronic signatures are not permissible. All parties must sign the relevant section of the form by hand.**

**This form does not replace the special consideration form. Where an awarding body specifically requires paper forms for special consideration applications, it must be attached to the special consideration form (JCQ/SC – Form 10) relating to a missed examination in a terminal series.**

**Where an awarding body will only accept on-line special consideration applications, Form JCQ/ME-Form 14 must be retained on the centre's files. An awarding body may request the form for quality assurance purposes.**