

Illness/issue on the day of an exam

You must always attempt to attend an exam, unless circumstances such as admittance to hospital or contagious disease prevent it

Will you sit the exam even though you are ill/have an issue?

Yes

You must go to your exam at the correct time and speak to your invigilator. They will make a note of this conversation, advise you accordingly and / or take appropriate action. You must put your hand up if you need assistance during the exam. After the exam go straight to the Exams Office. You will be advised what the next procedure is

No

You must contact the Exams Office 01483 411229 or email DebiGratton@godalming.ac.uk *immediately*. Please leave a clear message, including your name, student number and telephone number if you do not manage to speak to someone- you will be contacted. You will be asked to provide evidence such as a written letter/ photograph of medication/injury/ admittance or discharge note from hospital

You may be charged for the cost of the exam if your absence is not reported correctly

You must inform us if you feel unwell. A call from home some time after the exam is not acceptable. Your grade may be in jeopardy if you don't act promptly .

In certain circumstances it may be appropriate for you to advise Careers (ChristineHudson@godalming.ac.uk)