



8-2-22

In the event that a pupil is absent for exams:

- As per our Code of Behaviour we ask that you inform the main office/Year Head if your son/daughter is absent from school on the day(s) of the exam(s).
- If your son/daughter is well enough to complete the exam at home, we ask that it is conducted under adult supervision in as near as a time to the timetabled exam at school i.e the evening of or on the following day after the exam has been timetabled.
- We ask that you collect the relevant exam script on the evening of or on the day following the sitting of the exam in school from the main office.
- If your son/daughter is well enough to complete the exam at home, we ask that it is conducted under adult supervision in as near as a time to the timetabled exam at school i.e the evening of or on the following day after the exam has been timetabled.
- The completed script(s) should then be returned to the office within 24-36 hours to ensure papers are corrected using the standardised process of correction for all pupils' scripts. Please ensure your child's name, subject teacher and subject is clearly labelled on the envelope when returning script(s).
- If you have any questions in relation to this process, please contact us on 023 8833877 or the relevant subject teacher through TEAMS.
- The very best of luck to you.

Many thanks,

Anne Sheerin

Deputy Principal

As a college, we wish to empower our pupils with the skills to be confident and independent young adults enabling them to reach their full potential.