



# WESGREEN INTERNATIONAL SCHOOL

## **Policy: Absence During Examinations**

### **Policy No. W010**

#### **1. Purpose**

This policy outlines the procedures in the event of a student being absent unavoidably for any end of year examinations. This policy is only applicable to the examinations at the end of the academic year.

#### **2. Scope**

This policy applies to all Wesgreen Students.

#### **3. Policy**

- 3.1. The school must be informed immediately of any absence for the end of year examinations.
- 3.2. Absences must be accompanied by a medical certificate from an approved Doctor or Hospital.
- 3.3. Once in receipt of the medical certificate, the school will decide whether the result of the missed examination can be assessed based on performance during the academic year as well as the student's attendance being taken into consideration.
- 3.4. If an assessed grade is not approved, the student must take the re-sit examinations in those subjects missed due to illness, on the dates scheduled for the re-sits.
- 3.5. The recommendation of the Head of School will be taken into consideration by the Headmaster who will take the final decision.