

EXAMINATION CANDIDATES WITH SPECIAL CIRCUMSTANCES

In what follows, the word 'examination' refers to any particular formal assessment activity that would be conducted under supervised conditions, and usually denotes a particular paper in a particular subject, but could refer to a CASS classroom activity. The 'examination season' is the entire set of exams, e.g. the June 2005 Gr 10 examination fortnight.

(a) CONCESSIONS

- (i) Some candidates are entitled to extra time for an examination season. These boys would have complied with the requirements and procedures laid down in the Extra Time document, and their names would appear on the list that is published by the BSU at the beginning of the examination season. No name can be added to this list after the beginning of exams, except where as provided for in (c)(i) below
- (ii) Certain candidates are entitled to other dispensations, such as readers or scribes, or to write their answers on laptops. These boys would have complied with the requirements and procedures laid down in the Extra Time document, and their names would appear on the list that is published by the BSU at the beginning of the examination season. No name can be added to this list after the beginning of exams, except where as provided for in (c)(i) below. Costs of the special arrangements are to be borne by the parents.

(b) ABSENCE

- (i) A candidate may miss an examination completely, either because he misses a particular examination or because he misses part or even the whole of the examination season. This absence may be due to illness or injury, or some other commitment.
Such a candidate will be given an assessed mark. It may be that in order to arrive at that estimate staff will require him to attend a meeting with them to discuss the paper, or to write certain sections or otherwise to provide evidence of their ability to answer the paper.
In the case of illness or injury, a doctor's certificate will be required; in the case of an arranged absence for other reasons, a Principal's letter of permission will be required.
- (ii) A candidate may miss part of an examination because he is taken ill, or overcome, during the examination itself. His script will be collected and marked

in the usual way, and his final mark assessed, taking the quality of the work done into account. This candidate will be required to go from the exam venue to the Sanatorium or the BSU, who will issue a certificate which must then be attached to the script.

(c) **SPECIAL CIRCUMSTANCES**

Some candidates encounter special circumstances which seem likely to make it difficult for them to perform in a particular examination to the best of their ability. These might include having had an accident on the way to the examination, or being under medication for an illness, or having received disturbing news....

(i) Special Arrangements

It may be necessary for the candidate to be allowed extra time, or to stretch or receive other special concessions, even though his name is not on the extra time list; it may even be necessary to arrange a reader or scribe or laptop. Such arrangements must be authorized before the beginning of the examination, in writing, by either the BSU or the VP Academic, and such authorisation must be presented by the candidate to the invigilator as he arrives at the examination venue.

(ii) Special Consideration

If a candidate believes that he will not be able to perform to his potential, he may ask for special consideration, which would mean that he could receive a mark different from that awarded to his script. His script will be collected and marked in the usual way, and his final mark assessed, taking the quality of the work done into account and possibly requiring the boy to attend a meeting with staff to discuss the paper, or to write certain sections or otherwise to provide evidence of his ability to answer the paper. This can only happen if the boy is in possession of a certificate issued by the BSU prior to the start of the examination; this certificate would be handed to the invigilator prior to the start of the exam and subsequently attached to the script. If the boy wanted the special consideration to be given to more than one script, he would need a separate certificate for each one.