

Student absence during test week

All students are expected to attend their tests\assessments at the scheduled time on the test week timetable unless they have supporting medical documentation.

No extra time will be given to students who arrive late for an exam without a legitimate reason and supporting documentation. Students arriving late are expected to commence their exam on arrival and complete their exam within the remaining scheduled time.

If, due to unforeseen circumstances, a student has a legitimate reason to be absent from a test **they must notify the College on that day** and indicate which test the absence impacts and when the student is likely to return to College. On the date of return, the student must provide written documentation (i.e. a medical certificate) to the Executive Teacher of Student Wellbeing and discuss alternative arrangements.

Students who have a legitimate reason to be absent from an exam **may be required to sit the test on Monday 21 November.**

For further information on short term misadventure and special consideration please refer to the [ACT BSSS website](#)