



St Robert of Newminster Catholic School and Sixth Form College



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Head Teacher: Mr. D. Juric
Chair of Governors: Mr. G. Moorhouse

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Dear Parents and Carers

Since I last wrote to you in April, we have become aware of a misconception across some Year 11 students and wish to clarify circumstances surrounding absence of an examination for parents/carers of all examination students.

As you are aware from my previous letter, the Department for Education set out a package of support in preparing all students for their examinations as a result of the impact of Covid-19. Alongside this support, schools were advised to assess students regularly as part of contingency planning, should the examination season be unable to proceed due to Covid-19. Some students are of the misguided understanding, that if they are absent for an examination, their contingency assessment would provide a grade. **This is not the case.**

All contingency assessments are retained by schools, in the event the examination season cannot proceed. At present, the examination season has already begun and as such, schools are not required to produce a centre assessed grade for a student. In order for a grade to be awarded for a qualification, the student must complete the examination as per the examination timetable.

In the event of an absence, that is to say that a candidate is affected by circumstances beyond their control and is absent for acceptable reasons e.g. a temporary illness, bereavement and other reasons they may be deemed eligible for special consideration. The awarding body then makes the decision based on various factors.

If a child tests positive for Covid-19, parents are asked to complete JCQ's Form 14 'Self-certification for candidates who have missed an examination'. This can be found [here](#) or parents/carers may contact our main school reception and we can provide this form for you on request. This is then handed in to our school for the attention of the Examinations Officer. The school then verifies the candidate's circumstances and may then process an application for special consideration. There is no requirement for a candidate to complete a Covid-19 test to provide evidence of their absence from an examination. The school has no say over whether an application for special consideration will be accepted as this is purely at the discretion of the awarding body.

May I wish your sons and daughters the very best of luck, and indeed health, for their upcoming examinations.

Yours faithfully

Mrs M A N Salmon
Senior Assistant Headteacher

