



# The Springfield Primary School



## Absentees/ Lateness during Exam Policy and Procedures

Name of the Policy	<b>Policy for Absentees/ Lateness during Exam</b>
Date Approved	<b>April 2025</b>
Date of Review	<b>March 2026</b>



## **Absentees/ Lateness during Exam Policy and Procedures**

The Policy for Absentees/ Lateness during Exam of The Springfield Primary School is designed to uphold the integrity and fairness of our examination process. This policy outlines the expectations, procedures and consequences related to student absenteeism and lateness during examinations. By establishing clear guidelines, we aim to ensure that all students have an equal opportunity to demonstrate their knowledge and skills while maintaining the academic standards of our institution.

### **Absentees during the Examination**

- 1. Absence Due to Health Issues:** If unable to attend the Term Examinations due to health issues, please note the following:
  - They must provide a valid medical certificate from Hamad Medical Hospital/Sidra Hospital/ Primary Health Care Corporation.
  - Medical certificates from private clinics will not be accepted.
  - For Absences, marks will be allocated based on special examination (Make-up Exam) scheduled by the school.
- 2. Absence Due to Emergency Travel:**
  - Students must obtain prior approval from the Head of Academics/Principal and submit supporting documents to miss an exam due to emergency travel.
  - Failing to obtain prior approval will result in a zero for the subject.
- 3. Absence Without Medical Certificate:**
  - If a student fails to submit a valid medical certificate from the above-mentioned institutions for the missed exam or assessment, they will receive a grade of zero for the subject that was missed.
- 4. Absence during Special Examination (Make-up Test):**
  - Special Examination (Make-up Test) is only offered upon the approval of student's absence.
  - If a student is absent from special examination (Make-up Exam), no further opportunities for make-up or re-sit exams will be provided, regardless of the circumstances surrounding the absence.
  - As a result of missing the exam, the student will receive a score of zero in that subject.



## Special Cases

### 1. Temporary Medical Issues (e.g., illness, injury):

Due to medical issue, e.g., an illness or injury and if your child is unable to attend the exam in the regular exam room and if the necessary supporting documents are provided, we can provide the suitable environment to complete the examination.

#### Exam Arrangements:

- School Clinic: The child will be given the opportunity to take the exam in the clinic, under the supervision of the school nurse.
- Special Examination Room: In addition, we will allocate a Special Examination Room that caters to the health condition or any severe behavioural outcomes.

### 2. Chronic Medical Conditions

- Ministry Approval: Students with chronic medical conditions must seek approval from the Ministry of Education to obtain special accommodation for their examinations.
- Physical Attendance Requirement: If the necessary approval is not obtained, the student will be required to attend the exam physically at school.

### Lateness Policy During Exams Late Arrival (Up to 15 Minutes):

- Students arriving late for an exam within 15 minutes of the scheduled start time will be allowed to sit for the exam.
- No extra time will be provided; you will be required to complete the exam within the designated time frame.

### Late Arrival (More Than 15 Minutes but Less Than 30 Minutes):

- Students arriving more than 15 minutes late but less than 30 minutes, without a valid reason, may be permitted to sit for the exam at the discretion of the Head of Academics/Principal.
- The Head of Academics/Principal will review the circumstances of each case before making a decision.



- No extra time will be provided; you will be required to complete the exam within the designated time frame.

**Late Arrival (More Than 30 Minutes):**

- If you arrive more than 30 minutes late for the exam, you will not be permitted to sit for the exam unless you have exceptional circumstances. In such cases, it is essential to provide supporting documentation for review.
- The Head of Academics/Principal will carefully assess the circumstances of each case before making a decision. If your supporting documents is valid, you will then be allowed to attend the Special Examination (Make-up Test).
- If you fail to provide sufficient documentation, you will be marked as absent and will receive a score of zero for that exam. Additionally, under these circumstances, you will not be eligible for a Special Examination (Make-up Test).

**Review and Revision:**

This policy will be reviewed and revised regularly to ensure effectiveness and relevance.

