

## **SNOW AFFECTING YOUR EXAMS – WHAT TO DO**

If you cannot get to the college to do the exam due to the snowy weather conditions, then you will need to do the following:

1. contact the college to let them know immediately on the morning of the exam.
2. Bring a letter from your parents confirming the reason for not attending the exam and bring it to the exams office when you are able to get in.
3. You will be withdrawn from the exam.
4. You will need to apply for the exam through the resit form system in March so that you can sit it in the summer.
5. As I will have the letter to confirm the reason for your absence, the college will cover that particular exam fee.

Please ensure that you communicate with the college and the exams office.

Sandra Allaman  
Exams Officer