

## VIHS EXAM RE-SIT POLICY

- Students who have missed a **semester exam** or **mock exam** can re-sit the missed papers if the following conditions are met:
  1. To be eligible to re-sit a missed exam, student must have 80% attendance in that subject IN THAT SEMESTER and 60% marks from the last exam (i.e. SEMESTER FINAL MARKS) of that subject. For first semester, unit test marks will be considered.
  2. Student or parent must notify the class teacher or VIHS office of their absence and reason for missing the exam before the respective exam paper is over.
  3. The written request to re-sit the missed exam must be submitted to the office within 24 hours, with a medical certificate (MC). The letter must be written by the parent. Letters without MCs/ MCs without the letter will not be accepted.
    - If more than one exam paper is missed/or to be missed by the student for a valid reason, this should be informed to the class teacher or VIHS office before the exam held on the day of absence is over. The parent's letter and MC can be submitted once the student recovers and can attend school.
    - If a student is still unable to attend school due to a valid reason and will not recover by the re-sit exam period, the class teacher must be notified of this by the parent before the exams are over. The parent's letter and MC can be submitted once the student is able to return to school. For such cases, MC will be considered when calculating final marks.
  1. If a student fails to attend the re-sit exam after requesting to re-sit, zero marks will be awarded for that exam, when calculating the average, unless it was due to a valid reason, in which case the outlined notification procedure (as in point 2) must be followed.
- Students who missed an exam, but are not eligible to re-sit must act as follows:
  2. Student or parent must notify the class teacher or VIHS office of their absence and reason for missing the exam before the respective exam paper is over.
  3. Parent's letter outlining the reason for the absence must be submitted to the office within 24 hours, with a medical certificate (MC). Letters without MCs/ MCs without the letter will not be accepted.
  4. If this procedure is not followed or if documents are submitted after the allocated period is over, zero marks will be awarded for that exam when calculating the average.

### **AWARDING COMMENDED REPORTS**

Commended reports will be awarded to students who achieve an average of 70% and above and have passed in all subjects they have chosen to study at VIHS, which should include a minimum of at least three Edexcel subjects.

### **AWARDING HONOUR-LISTED REPORTS**

Honour-listed reports will be awarded to students who achieve an average of 80% and above and have passed in all subjects they have chosen to study at VIHS, which should include a minimum of at least three Edexcel subjects.