

SPOTLIGHT PERFORMING ARTS

EXAMINATION POLICY

If your child is to be entered for an examination you will receive notification at least 8 weeks before the examination date. Please keep this day available. Management **must be notified** immediately if your child is **not** available on the specified date or if you do not wish your child to partake.

Management have the right to withdraw any child from an examination at any time if they feel that the candidate is not at the necessary standard and/or confident to partake in the examination.

We appreciate that you all have busy schedules so if you require a specific time ie; AM or PM you **must notify us no less than 4 weeks** before the exam date and we will do our utmost to accommodate. The times cannot be changed once the timetable has been posted on the notice board. If your child is taken ill on the examination day please **contact Miss Sally on 07894 090049**

Please note any examination **not attended** without good cause or notification will result in payment of the exam fee plus a £5.00 administration charge.

Examination Day

Please ensure that you **arrive 30 minutes before** the time stated on the timetable, exams do not always run to schedule so please be prepared to wait in case they do run late. If you require a member of staff to dress your child's hair please arrive 45 minutes before exam time.

A list of uniform requirements is posted on the notice board prior to the examination day. Please check carefully and make a note of what is required.

Please note all children under the age of 12 yrs must be accompanied by an adult. Examinations do run throughout the day so please bare this in mind when arriving and vacating the premises.

Should you have any further queries please do not hesitate to ask a member of staff.