

## Self-certification for candidates in England who have missed an examination – June 2022 series

Please read the notes on page 6 before completing this form

<b>Awarding body</b>	<input type="text"/>	<b>Examination series</b>	<input type="text"/>
<b>Centre no</b>	<input type="text"/>	<b>Centre name</b>	<input type="text"/>
<b>Candidate no</b>	<input type="text"/>	<b>Candidate name</b>	<input type="text"/>
<b>Spec no</b>	<input type="text"/>	<b>Subject name</b>	<input type="text"/>
<b>Component number</b>	<input type="text"/>	<b>Date of examination</b>	<input type="text"/>

### Part A: The centre must complete Part A of this form

Please select Yes or No beside the following statements

The centre is aware of medical circumstances which may cause absence.  
(if the answer is yes, this form does not need to be completed) ☐ Yes ☐ No

The centre sent the candidate home because he/she was too ill to sit an examination and/or they were advised by UKHSA guidance - [People with symptoms of a respiratory infection including COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19) - to stay at home and not attend an examination.  
(if the answer is yes, this form does not need to be completed) ☐ Yes ☐ No

The parent/guardian/carer contacted the centre to say the candidate had a positive Covid test. The centre will need to be informed of the date of the positive Covid test.  
(NB It is not recommended that those aged 18 and under are tested for Covid-19 unless directed to do so by a health professional.)  
(if the answer is yes, Part B and C of this form will need to be completed) ☐ Yes ☐ No

The parent/guardian/carer contacted the centre to say the candidate was too ill to sit an examination and/or they were advised by UKHSA guidance - [People with symptoms of a respiratory infection including COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19) - to stay at home and not attend an examination.  
(if the answer is yes, Part B and C of this form will need to be completed) ☐ Yes ☐ No

The candidate has missed an examination in a terminal series. ☐ Yes ☐ No

**Head of centre/Exams officer**

Date \_\_\_\_\_

Name (please  
print)

\_\_\_\_\_

Signature

\_\_\_\_\_

**Part B: The parent/guardian/carer must complete Part B**

**Where a candidate is aged 18+ only Part C needs to be completed.**

**Please select Yes or No beside the following statements**

I contacted the school/college (email, telephone or text) on the day of, or the day prior to, the examination to say that my son/daughter/ward was too ill to sit an examination and/or they were advised by UKHSA guidance - [People with symptoms of a respiratory infection including COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19) - to stay at home and not attend the examination. ☐ **Yes** ☐ **No**

I contacted the school/college (email, telephone or text) on the day of the examination to say that my son/daughter/ward had a positive Covid test. I informed the school/college of the date of the positive Covid test. ☐ **Yes** ☐ **No**

I contacted a medical professional regarding the symptoms, as below, and received advice. ☐ **Yes** ☐ **No**

(Awarding bodies **do not** require medical notes/certificates)

The symptoms were:

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**Declaration by parent/guardian/carer**

I understand that it is fraudulent to claim that a candidate is ill when he or she is fit to attend for a scheduled examination.

I understand that it is fraudulent to claim that a candidate has a positive Covid test when he/she does not.

I understand that the results can be withdrawn, and the candidate disqualified if fraudulent claims are made.

**Signed by parent/guardian/carer**

Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

## Part C: The candidate must sign Part C

### Declaration by candidate

I felt too ill to attend my examination and/or I was advised by the UKHSA guidance - [People with symptoms of a respiratory infection including COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19) - to stay at home and not attend the examination.

☐ **Yes** ☐ **No**

I had a positive Covid test and could not attend my examination.

☐ **Yes** ☐ **No**

I understand that my results can be withdrawn, or I can be disqualified if I claim to be ill when I was not **or** claim to have symptoms and following UKHSA guidance when I do not.

I understand that my results can be withdrawn, or I can be disqualified if I claim to have a positive Covid result when I do not.

Name (please print)

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Signature

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## Notes on the use of the self-certification form

This **is not** a special consideration form. It **does not** need to be completed and kept on file within the centre as additional evidence if the centre knows that the candidate was ill. This form **is not** required in the following circumstances:

- the candidate has missed a unit and can re-enter at a later date;
- the candidate was sent home by the centre because he/she was too ill to sit an examination;
- the candidate was sent home by the centre because he/she had symptoms of a respiratory infection, including Covid-19, as detailed in the UKHSA guidance;
- the centre informed the candidate to stay at home and not attend an examination as advised by UKHSA guidance - [People with symptoms of a respiratory infection including COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19);
- the candidate was seen to be falling ill in the centre the day before their absence;
- the centre knows of long-term medical circumstances which can lead to sudden absence;
- the centre knows from on-going contact with the candidate or their parents/carers/guardian that he/she is ill and unable to sit examinations;
- the candidate has a prescription or label from medication showing the date when the medicine was prescribed and the name and address of the candidate.

**Where the centre can verify the circumstances, they must be stated when making an online special consideration application or on the special consideration form (JCQ/SC – Form 10).**

This self certification form **must** only be used in the following circumstances:

- the candidate has missed a terminal examination or a unit which cannot be re-entered;
- the centre has no reason to suspect that this may be a fraudulent claim;
- the candidate has been attending other examinations so far without problems.

## Procedure

The centre **must** complete Part A when the parent/guardian/carer contacts the centre unexpectedly, to say what has taken place.

Where a candidate is aged under 18 the parent/guardian/carer **must** complete Part B and the candidate completes Part C.

This form **does not** replace the special consideration form. Where an awarding body specifically requires paper forms for special consideration applications, it **must** be attached to the special consideration form (JCQ/SC – Form 10) relating to a missed examination in a terminal series.

Where an awarding body will only accept online special consideration applications, Form JCQ/ME-Form 14 (E) **must** be retained on the centre's files for scrutiny by an awarding body.

Where a centre suspects the authenticity of the details provided by a candidate within Form 14, it should investigate the matter as suspected candidate malpractice using the standard [JCQ policy and procedure](#).

If the malpractice investigation concludes that the candidate provided false information on eligibility for special consideration, the candidate's results could be withdrawn, or the candidate could be disqualified from the specific qualification, and potentially other qualifications.