

## **Absence through Illness Policy**

What happens if a student is ill and cannot attend the assessment?

A candidate who is ill and cannot take the assessment may apply for a half-fee credit for re- entry within six months, enclosing a medical certificate. The application must be made to ESB within 30 days of the original assessment date, with a medical certificate giving the candidate name, reference number and the date the assessment was scheduled. ESB will issue a half-fee credit slip for an assessment at the same level in the same subject, which can be used for an assessment within 6 months of the original date on payment of half the current entry fee. If a re-entry credit is used towards entry for a higher level assessment, the difference in fee is also payable i.e. the full fee of the higher-level examination minus half the fee of the lower level examination.

Non-medical reasons for half-fee re-entry credits are not normally acceptable, although ESB will be sympathetic to bona fide cases where appropriate evidence is provided.

If there should be another critical illness pandemic, such as flu or SARS, we will issue specific guidance on the website via News and Events.