## **Pick Up Examination days**

Due to the increasing number of Candidates requesting changes and postponement of their Examination dates and times, the SCT Board have introduced the following measures.

An entrant must inform the SCT office by email, <u>sct@comhaltas.ie</u>, that a candidate will not be attending their SCT exam at the allocated time and date. This candidate will then be marked absent from their exam. Once a candidate has been marked absent by the SCT office the entrant can login to their SCT account and request a pick up day for their candidate.

A payment equal to the full initial application fee will apply to all candidates requesting changes and must be paid 14 days before the re-sit takes place.

The only exceptions allowed will be as per the Section of the SCT Syllabus quoted below.

## 7. Absence from Examination

Any candidate failing to attend for examination on the date and at the time appointed will forfeit any entry fee, **except in the case of illness, in which case a medical certificate must be sent to the SCT Examination Office.** Notification of such, specifying the name of the teacher concerned, date, venue and cycle along with examination number must be sent to the SCT Examination Office within seven days of the date of the examination.

Pick Up Exams will take place in June, at the end of the State Examinations, in:

- Dublin
- Ennis
- Cashel
- Sligo
- Mullingar

Once the SCT office receives your payment or medical certificate your candidate will be included on the pick up day list. You can monitor the status of your pick up day application through your SCT account.