

Candidate Absence Policy

Policy/Procedure creator: Cressida Harrington

Policy/Procedure created: 08/10/2020

Centre Name	Chulmleigh Community College
Centre Number	54123
Date policy first created (dd/mm/yyyy)	01/11/2020
Current policy reviewed by	Cressida Harrington
Current policy approved by	Michael Johnson
Date of next review (dd/mm/yyyy)	01/11/2020

Key staff involved in the policy

Role	Name
Exams officer	Cressida Harrington
Senior leader(s)	Laura Mackie - SENCo
Head of centre	Michael Johnson
Other staff (if applicable)	Not Applicable

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Chulmleigh Community College is managed in accordance with current requirements and regulations.

References in this policy to ICE and SC refer to the JCQ publications **Instructions for conducting examinations** and **A guide to the special consideration process**.

Purpose of the policy

The purpose of this policy is to confirm the arrangements for candidates who are absent from an examination at Chulmleigh Community College.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Chulmleigh Community College reserves the right to exercise discretion whether to allow a candidate who arrives after the start of the examination to enter the examination room and sit the examination. (See **Candidate Late Arrival Policy**)

Based upon the circumstances for the absence, and subject to the required conditions being met, an application for special consideration may also be made to the relevant awarding body.

1. Identifying and dealing with candidate absence

A candidate will be considered absent from an examination if:

- Invigilators to inform Exams Officer of any absent candidates immediately after candidates are seated in the exam room

Once a candidate is identified as absent from an examination, the following action will be taken:

- The candidate will be contacted immediately as to their whereabouts and as far as possible arrangements made to ensure their immediate arrival

If a candidate fails to sit an examination, the following action is taken:

- A confirmed candidate absence is clearly recorded on the attendance register which is sent to the examiner/marker
- The candidate absence is noted on the seating plan by crossing through the candidate details

2. Roles and Responsibilities

Overview

It is the responsibility of the following member(s) of staff to deal with candidate absence once it has been identified:

Cressida Harrington - Exams Officer
Laura Mackie - SENCo
Michael Johnson - Head of Centre
Neil Payne - Deputy Executive Head Teacher

It is the responsibility of the following member(s) of staff to deal with candidates who are persistently absent from examinations:

Laura Mackie - SENCo
Michael Johnson - Head of Centre
Neil Payne - Deputy Executive Head Teacher

The role of invigilators

Invigilators will:

- Be informed of the process for dealing with absent candidates through training
- Ensure that absent candidates are clearly indicated on the attendance register (ICE 22.3)

Additional responsibilities:

- Absent candidates are clearly marked on the seating plan

The role of candidates

Candidates will be:

- Re-charged any relevant entry fees for unauthorised absence from examinations

Additional responsibilities:

Not applicable

3. Special consideration

At Chulmleigh Community College if a candidate is absent from a timetabled written examination for an acceptable reason, the candidate may be eligible for special consideration. This is where an adjustment may be made to the candidate's terminal grade by the awarding body, providing the following conditions are met:

- The examination is in the candidate's terminal exam series (SC 4.1)
- The candidate has completed or will be able to complete the required percentage of the assessment to meet the minimum requirements for enhanced grading in cases of acceptable absence (SC 4.3)
- The application for special consideration can be supported by signed evidence produced by a senior leader (SC 6)

It is the responsibility of the following member(s) of staff to deal with special consideration requests and applications:

Cressida Harrington - Exams Offer