



## Candidate Absence Policy

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- 1 This policy is reviewed and updated annually to ensure that candidate absence from examinations at Alderbrook School is managed in accordance with current requirements and regulations.
- 2 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

- 3 The purpose of this policy is to confirm the arrangements for candidates who are absent from an examination at Alderbrook School.
- 4 An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Alderbrook School 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)
- 5 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.

## Identifying and dealing with candidate absence

- 6 A candidate will be considered absent from an examination if:
  - 7 The candidate is considered absent once all students are seated and the seating plan has been checked to candidates present
  - 8 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
  - 9 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 the letter 'A'. An absence form is then completed and left on the student's desk until the student arrives or the exam ends. This form is then collected along with completed exam papers and is used to assist with the completion of the exam boards official attendance registers.

## Roles and Responsibilities

### Overview

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

### Examination Officer

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

## Examination Officer

### The role of invigilators

12 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)

### Special consideration

13 At Alderbrook School 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:

14 The examination is in the candidate's terminal exam series (SC 4.1)

15 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)

16 The application for special consideration can be supported by signed evidence produced by a senior leader (SC 6)

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

- Examination Officer
- Member of SLT responsible for Examinations