



Candidate Absence Policy

Policy/Procedure creator: Alison Cromack

Policy/Procedure created/reviewed: 01/11/2022

Centre Name	Thorpe St Andrew School and Sixth Form
Centre Number	18343
Date policy first created	October 2022
Current policy reviewed by	Mrs Alison Cromack - Exam Officer
Current policy approved by	Mr P Hookway - Assistant Principal
Date of next review	October 2023

Key staff involved in the policy

Role	Name
Exams officer	Alison Cromack
Senior leader(s)	Mr P Hookway
Head of centre	Mrs P Bignell
Other staff (if applicable)	Mrs C Bailey - Exams Assistant and Miss B Crosby - Exams Assistant

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Thorpe St Andrew School and Sixth Form 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 Thorpe St Andrew School and Sixth Form.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Thorpe St Andrew School and Sixth Form 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:

The candidate is not present on completion of the attendance register once candidates are seated and have started the examination (ICE 22.5). The lead invigilator produces a list of absent candidates, this is given to the exams team, they then liaise with the Best Team for the relevant year groups and the Attendance Officer. They contact the parents/carers to identify the reason for the absence.

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:

Alison Cromack - Exams Officer

Claire Bailey - Exams Assistant

Beth Crosby - Exams Assistant

The relevant BEST TEAM for the candidates year group

Denise Buxton - Attendance Officer

Josie Batson - Sixth Form

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

Mr P Hookway or the SLT Lead for the candidates year group

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 22.4)

Additional responsibilities:

Not applicable

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 Thorpe St Andrew School and Sixth Form 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 member of the senior leadership team (SC 6)

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

Alison Cromack - Exams Officer and Mr P Hookway - Assistant Principal

CHANGES 2022/23

No changes applicable

CENTRE-SPECIFIC CHANGES

Not applicable