

Candidate Absence Policy

Heles School

Candidate Absence Policy

Centre name	Heles School
Centre number	54435
Date policy first created	19/09/2023
Current policy approved by	Ms Emma Clapham
Current policy reviewed by	Kristina Packer - Exams Officer
Date of review	11/09/2024
Date of next review	19/09/2025

Key staff involved in the policy

Role	Name
Head of centre	Miss Justine Mason
Senior leader(s)	Ms Emma Clapham - SLT Lead to Exams
Exams officer	Kristina Packer
Other staff (if applicable)	Craig Maw - Deputy Exams Officer

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

References in this policy to ICE and SC refer to the JCQ documents **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 Heles School.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Heles 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**)

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 or the candidate arrives after the examination has finished.

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

- The candidate will be contacted 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:

- The Exams Officer and Deputy Exams Officer will report the absentees to the 'Attendance Officer' - Mrs Sam Roberts.

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

- Ms Emma Clapham - SLT to exams

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:

The Invigilator is responsible for notifying the Exams Officer of any absentees, or candidates who have arrived after the Exams officer has left the exams room.

The role of candidates

Candidates will be:

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

Additional responsibilities:

If a candidate fails to attend an exam for any other reason other than medical, the centre reserves the right to issue an invoice for the qualification.

3. Special consideration

At Heles 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 grade by the awarding body, providing the following conditions are met:

- The examination is in the candidate's terminal exam series (SC 4.2)
- 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 4.5)
- The application for special consideration can be supported by appropriate evidence signed 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:

- Exams Officer will process any special consideration requests, provided they have been seen by the SLT link to exams and agreed.

Changes 2024/2025

(Updated) Under heading **Special Consideration**: References to sections of SC 4 where these have been changed in SC 2024-2025.

Centre-specific changes

Upon review, no centre-specific updates