



Candidate Absence Policy

Policy/Procedure creator: Sarah Swainson

Policy/Procedure created/reviewed: 12/09/2022

Centre Name	Sibford School
Centre Number	62211
Date policy first created	18/09/2020
Current policy reviewed by	Sarah Swainson
Current policy approved by	Toby Spence
Date of next review	01/09/2023

Key staff involved in the policy

Role	Name
Exams officer	Sarah Swainson
Senior leader(s)	Anna Jo Mathers
Head of centre	Toby Spence
Other staff (if applicable)	Sophie Arber - Contingency Exams Officer

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Sibford School 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 Sibford School.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Sibford 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 (ICE 22.5)

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:

Sarah Swainson

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

Jill Spence for Year 11

Helen Gormley/ Darren De Bruyn for Sixth Form

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:

Ensure that Sarah Swainson is notified in the event that a candidate is absent.

The role of candidates

Candidates will be:

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

Additional responsibilities:

- The candidate or parent/carer/guardian of the candidate is responsible for ensuring that the reason for any absence is reported to Sarah Swainson within 24 hours of the absence.
- The candidate or parent/carer/guardian of the candidate is responsible for ensuring that supporting evidence in relation to any absence is provided before special consideration will be considered.
- The candidate or parent/carer/guardian of the candidate is responsible for ensuring that Sarah Swainson is made aware if the candidate is going to be late to their timetabled examination. The school office should be contacted in the event that a candidate is running late.

3. Special consideration

At Sibford 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:

- 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:

Sarah Swainson
Anna Jo Mathers

CHANGES 2022/23

No changes applicable

CENTRE-SPECIFIC CHANGES

Upon review in September 2022, no centre specific updates or changes were applicable to this document.