



# Inspire Education Trust

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## Candidate Absence Policy 2023-2024 Blue Coat CE Secondary School

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**Policy Date:** September 2023

**Review Date:** September 2024

## Document History

Version	Status	Date	Author	Summary Changes
V1		September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024

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

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Blue Coat 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.

## 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) OR The candidate is not present when a register is taken before candidates are invited to enter the room, under supervised conditions, to start their examination, etc.

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.

## 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:

Members of SLT/Attendance Officer Sarah Hartup Exam Manager Kelly Jobson Martin Dorrington Exams Assistance

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

Lisa Henden Head of centre

## 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

## Special Consideration

- At Blue Coat 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 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:

Kelly Jobson Exam Manager

## Changes 2023/24

(Changed) Under heading **Special Consideration**: The application for special consideration can be supported by signed evidence produced by a member of the senior leadership team (To) The application for special consideration can be supported by appropriate evidence signed by a member of the senior leadership team,

### Centre-specific changes

No Centre specific made to this document

### Responsibility

The Inspire Education Trust Board of Directors have a responsibility for the oversight of this and all policies within the Trust's academies and may delegate the implementation and review of this policy in accordance with our Scheme of Delegation.

Reviewed by: Kelly Jobson September 2023

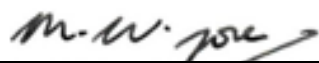
Next Review Date: September 2024

Approved by Directors: 22 November 2023

Signed:



Lois Whitehouse  
CEO



Mark Gore  
Chair of Standards