



Inspire Education Trust

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Candidate Absence Policy 2024-2025 Blue Coat CE Secondary School

Policy Date: September 2024

Review Date: September 2025



Document History

Version	Status	Date	Author	Summary Changes
V1		September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2		September 2024	Kelly Jobson	Updated to reflect JCQ changes 2024-2025. Changes highlighted in yellow.

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/The Attendance Officer Sarah Hartup, the Exam Manager Kelly Jobson and 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 and/or Alex Tomlinson Deputy Head.

Invigilators will:

- Be informed of the process for dealing with absent candidates through training prior to examinations series starting.
- Ensure that absent candidates are clearly indicated on the attendance register (ICE 22.4)

The Role of Candidates:

Candidates will be re-charged any relevant entry fees for unauthorised absence from examinations

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 4.2)
- 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:

Kelly Jobson Exam Manager

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

No Centre specific made to this document.

Reviewed: Kelly Jobson September 2024
Next Review Date: September 2025
Approved by Directors: 23 September 2024

Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards