

# Candidate Absence Policy

Policy/Procedure creator: Pam Thompson

Policy/Procedure created: 24/05/2021

Centre Name	Hamilton School
Centre Number	51334
Date policy first created (dd/mm/yyyy)	30/09/2020
Current policy reviewed by	Pam Thompson
Current policy approved by	Mandy Wilton
Date of next review (dd/mm/yyyy)	30/09/2021

## Key staff involved in the policy

Role	Name
Exams officer	Pam Thompson
Senior leader(s)	George Chatzakis
Head of centre	Mandy Wilton
Other staff (if applicable)	Not Applicable

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

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Hamilton 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 has not arrived before the published finishing time of the examination.

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:

George Chatzakis

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

George Chatzakis

### 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 22.3)

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 Hamilton 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 senior leader (SC 6)

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

Jane Straw