



Candidates Absent from an Examination Policy 2024/25

Heathfield Community College

Candidates Absent from an Examination Policy 2024/25

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| Centre name | Heathfield Community College |
| Centre number | 56405 |
| Date policy first created | 17/09/2024 |
| Current policy approved by | Tom Flower |
| Current policy reviewed by | Tom Flower |
| Date of review | 01/10/2024 |
| Date of next review | 01/10/2025 |

Key staff involved in the policy

| Role | Name |
|-----------------------------|--|
| Head of centre | Caroline Barlow |
| Senior leader(s) | Tom Flower- Deputy Headteacher Paul Evason- Director 6th Form |
| Exams officer | Hannah Russell- Examinations Manager |
| Other staff (if applicable) | Maria Richards- Examinations Assistant |

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Heathfield Community College 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 Heathfield Community College.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Heathfield Community College 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 once everyone is seated and the attendance register is taken by the invigilator.

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:

- Examinations Manager Hannah Russell
Deputy Headteacher/ Exams Line manager Tom Flower
Other available members of the Senior Leadership Team

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

- Tom Flower
Head of Year

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:

Provide a list to the exams team to be taken to attendance at the beginning of the exam so that the attendance register can be kept in the examination room

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 Heathfield Community College 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:

- Hannah Russell

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

None at this time