



Candidate Absence Policy

Policy/Procedure creator: Mrs Jill Thomson

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Centre Name	St Francis' College
Centre Number	17425
Date policy first created	04/11/2021
Current policy reviewed by	Mrs Bronwen Goulding
Current policy approved by	Mrs Bronwen Goulding
Date of next review	November 2022

Key staff involved in the policy

Role	Name
Exams officer	Mrs Jill Thomson
Senior leader(s)	Mr James Nichols, Dr Nick Dennis, Mr Dan Carr
Head of centre	Mrs Bronwen Goulding
Other staff (if applicable)	Mrs Armande Fryatt

This policy is reviewed and updated annually to ensure that candidate absence from examinations at St Francis' College 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 St Francis' College.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point St Francis' 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:

- If a student telephones to say she is delayed, Reception will notify EO as soon as possible. The student will be treated as a latecomer as per Regulations
- When a student does not appear at the beginning of an exam, EO will be notified.
- If EO is not actively starting an exam she will assist the office in telephoning the student. All reasonable attempts to contact the student will be made to locate the absent candidate and get her to school on time. If the EO is occupied with an exam, the EO will ask Reception to telephone to find out what is happening. Help from any available and suitable staff is accepted.
- Appropriate action will be taken after consultation with the EO as stated below.
- If the student is ill or has decided not to take the exam, the EO will be notified and mark the Register accordingly.
- If the student is a latecomer (eg traffic jam) she should be advised NOT to contact anyone except the College until she gets to school. She should consider what she should do with her mobile phone carefully. If possible, she should hand her phone to a responsible adult and remain with this adult until handed over to the exams officer. On arrival :

o she should report to Reception and EO (who will probably be waiting in Reception)

o she will be settled and then taken into the exam by the EO

o if she arrives within half an hour of the official starting time she will be given the full time for her paper and will simply finish later. If she arrives after the 30 minute window the same procedure applies, but she will be told by the EO that the Awarding Body reserves the right to refuse her paper if there are any grounds to suspect that security has been breached.

- If the student cannot get to school (ie no transport), if possible, a member of staff will go to collect her so that she can be chaperoned appropriately. This will have to be arranged at the time and approved by the Head of Centre. On arrival, the same procedure as above applies.
- If any complications should arise, the EO will be contacted by radio.

Failure to Turn Up for An Exam due to Illness/ Genuine reason

Any candidate who has a genuine reason for missing an exam should notify the EO as soon as possible, explaining the reason. The EO will confirm the situation re missing an exam with the AB and then the student, clarifying whether they will be awarded a result, as per the Special Consideration booklet.

All students who are ill during the time of an examination are encouraged to bring current and relevant medical evidence supporting the absence, to the EO.

Special consideration is applied for if that is the appropriate course of action.

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:

The EO

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

The Director of Studies

The role of invigilators

Invigilators will:

- Be informed of the process for dealing with absent candidates through training
- (updated 2021/22) Ensure that absent candidates are clearly indicated on the attendance register (ICE 22.4)

Additional responsibilities:

N/A

The role of candidates

Candidates will be:

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

Additional responsibilities:

N/A

3. Special consideration

At St Francis' 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 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:

The EO