

Candidate Absence Policy

Joseph leckie Academy

DRAFT

Candidate Absence Policy

Centre Name	Joseph leckie Academy
Centre Number	20860
Date policy first created	03/10/2023
Current policy approved by	Joe Greaves
Current policy reviewed by	Joe Greaves / Steph Pace
Date of next review	03/10/2024

Key staff involved in the policy

Role	Name
Head of Centre	James Ludlow
Senior leader(s)	Rachel Cook Andy Banbury
Exams officer	Ann Losinski
Other staff (if applicable)	Assistant Principals: Joe Greaves Laura Price Tom Pochin Rachel Tranter Narinder Kaur N. Ravat

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Joseph leckie Academy 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 Joseph leckie Academy.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Joseph leckie Academy 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:

- they were not present on completion of the attendance register once candidates were seated and the exam had started. (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.

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:

- Exam officer / Invigilator will notify the attendance team of the absence and they will try to contact the candidate.
A 'Absent candidate form' will be completed by the invigilator
The subject lead will also be made aware of the absence.

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

- The Academy will try and seek a reason for absent or lateness.
Rachel Field head of 6th form, Alison Devey Yr 11, Subtain Khan will speak to student and parents.
If candidate persistently late or absent, they may be asked to pay for exam fees.

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:

Invigilators cover absent students in their annual training and hand book.

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 Joseph Leckie Academy 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:

- Exams officer
Head of department
SLT

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

Upon review in October 2023, no centre-specific updates or changes were applicable to this document

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