



Candidate Absence Policy (Exams)

Calthorpe Park School

May 2025

No substantial changes made to previous version

Candidate Absence Policy (Exams)

Centre name	Calthorpe Park School
Centre number	58333
Policy Date	May 2025
Policy produced by	Emma Jones
Policy reviewed by	Emma Jones
Date of next review	March 2026

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

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Calthorpe Park 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 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.

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:

- Sarah Carr Crompton - Exams
- Emily Graham - Exams
- Rosalie Ireland - Exams
- Jo Hale - Registry
- Emma Jones - Deputy Headteacher
- Sara Glover - Associate Leader

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

- Emma Jones - Deputy Headteacher
- Sara Glover - Associate Leader

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)

The role of candidates

Candidates will be:

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

3. Special consideration

At Calthorpe Park 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 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:

- Emma Jones
- Sarah Carr Crompton
- Emily Graham
- Rosalie Ireland

Changes 2023/24, 2025

(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 May 2025 no material changes were made (names updated)

May 2025