Candidate Absence Policy (Exams)

2025/26

Approved/reviewed by	
Headteacher	
Date of next review	September 2027

Key staff involved in the complaints procedure

Role	Name(s)
Head of centre	**Adam Palmer**
SLT members	**Hannah Austin, Roisin Still, Simon Ralph, Rob Rooney,**
SENCO	**Caren Urbani**
Exams Officer	**Jocelyn Watson**

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

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point St Michaels Catholic 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 deadline with candidate absence**

A candidate will be considered absent from an examination if:

- The candidate is not present when the attendance register is completed after the candidates are seated and the examination has started

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

Mrs Watson, the Exams Officer is the member of staff responsible to deal with candidate absence once it has been identified.

The head of year or member of SLT link to exams is the responsible member of staff to deal with candidates who are persistently absent from examinations:

Mrs Watson the exams officer will ensure 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

Additional responsibilities:

The role of candidates will be:

- Re-charged any relevant entry fees for unauthorised absence from examinations at Head of Centre discretion

3. Special Consideration

At St Michaels Catholic 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 grade by the awarding body, providing the following conditions are met:

- The examination is in the candidate's terminal exam series
- 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
- The application for special consideration can be supported by appropriate evidence signed by a member of the senior leadership team

Mrs Watson, Exams Officer is the member of staff responsible for to deal with special consideration request's and applications