



Policy/Procedure creator: Fiona Brown

Policy/Procedure created/reviewed: 16/11/2021

Centre Name	Cheltenham Bournside School
Centre Number	57309
Date policy first created	20/10/2020
Current policy reviewed by	Peter Beckett
Current policy approved by	Karen Hanley
Date of next review	01/11/2021

Key staff involved in the policy

Role	Name
Exams officer	Fiona Brown
Senior leader(s)	Karen Hanley, Deputy Head & Quality Nominee; Peter Beckett, Exams Manager
Head of centre	Steve Jefferies
Other staff (if applicable)	Hannah Ramsey, Exams Assistant

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

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Cheltenham Bournside 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)
- The candidate does not subsequently arrive late.

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:

- Fiona Brown and Hannah Ramsey in conjunction with the School or Sixth Form Attendance team.

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

- A member of the School's Leadership team or
- The Head of House
- The Year Head or PILS staff member.

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:

Ensure that the Exams team are notified in the event of a student arriving late who was previously marked as absent.

The role of candidates

Candidates will be:

- The school may re-charge the candidate any relevant entry fees for unauthorised absence from examinations

Additional responsibilities:

Not applicable

3. Special consideration

At Cheltenham Bournside 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 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:

Fiona Brown