



# **Candidate Absence Policy**

Bridgnorth Endowed School

## Candidate Absence Policy

Centre name	Bridgnorth Endowed School
Centre number	29025
Date policy first created	12/10/2023
Current policy approved by	Mr D Street
Current policy reviewed by	Miss E Minifie
Date of review	07/10/2024
Date of next review	06/10/2025

## Key staff involved in the policy

Role	Name
Head of centre	Mr M Penn
Senior leader(s)	Mr D Street Mrs L Tristham Ms D Stanley Mr D Lewis Miss S Gresko Mrs S Underhill
Exams officer	Miss E Minifie
Other staff (if applicable)	Mrs J Mitchell Mrs A Smallman

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

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Bridgnorth Endowed 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)

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**

### **Overview**

It is the responsibility of the following member(s) of staff to deal with candidate absence once it has been identified:

- Miss E Minifie Exams Officer  
Mrs A Smallman Attendance Officer  
Mr D Street Deputy Head

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

- Miss E Minifie Exams Officer  
Mrs A Smallman Attendance Officer  
Mrs J Mitchell Safeguarding Attendance and Inclusion Manager  
Mr D Street Deputy Head

### **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:

Not applicable

### **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 Bridgnorth Endowed 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 (SC 4.2)
- 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 4.5)
- 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:

- Miss E Minifie Exams Officer  
Mr D Street Deputy Head

## **Changes 2024/2025**

(Updated) Under heading **Special Consideration**: References to sections of SC 4 where these have been changed in SC 2024-2025.

## **Centre-specific changes**

Upon review in October 2024 there are no centre specific changes