



# **Candidate Absence Policy 2023- 24**

David Nieper Academy

## Candidate Absence Policy 2023-24

Centre Name	David Nieper Academy
Centre Number	23202
Date policy first created	13/09/2023
Current policy approved by	Mr White
Current policy reviewed by	Mrs Hyde-Moxon
Date of next review	30/09/2024

### Key staff involved in the policy

Role	Name
Head of Centre	Mr White
Senior leader(s)	Mr Brankin, Mr Endacott, Mrs Merchant, Mr Ruddy, Mr Wadsworth, Mrs Bennett
Exams officer	Mrs Hyde-Moxon
Other staff (if applicable)	Miss Borg, Mrs Hopewell, Mrs Sutcliffe, Invigilators

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

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

- The candidate is not present on completion of the attendance register once candidates are seated and have started the examination (ICE, section 22.5). Absent candidates may be flagged if they are not present when a register is taken before candidates are invited to enter the room under exam 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 in the seating plan with an 'A'

## **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:

- Attendance Officers

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

- Mr Endacott

### **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:

Ensure any unexpected absences are reported to the Attendance Officers immediately, either via the two-way radio or by relaying a message via the Exams Officer or a senior member of staff

## **The role of candidates**

Candidates will be:

- re-charged any relevant entry fees for unauthorised absence from examinations at the discretion of Mr Endacott

Additional responsibilities:

Must attend all exams in a timely manner. Must contact the Attendance Officers immediately if unable to attend an exam. Must provide medical evidence or a signed self-certification form if requested to do so.

## **3. Special consideration**

At David Nieper 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:

- Mr Endacott and Mrs Hyde-Moxon, with support from Miss Borg

## **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**

Not applicable