



Candidate Absence Policy

Policy/Procedure creator: Grace Day

Policy/Procedure created/reviewed: 05/04/2023

Centre Name	Landau Forte Academy QEMS and Landau Forte Tamworth Sixth Form
Centre Number	30630 & 30602
Date policy first created	24/09/2021
Current policy reviewed by	Ashley Perry - Vice Principal
Current policy approved by	Not Applicable
Date of next review	24/09/2023

Key staff involved in the policy

Role	Name
Exams officer	Grace Day
Senior leader(s)	Ashley Perry - Vice Principal
Head of centre	Katie Adams - Principal
Other staff (if applicable)	Mary Dettmer - Attendance Officer Sharon Coultas - Attendance Officer Ricky Perkins - Head of Year Mark Harrison - Pastoral Leader Matthew Cavanagh - Head of Sixth Form

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Landau Forte Academy QEMS and Landau Forte Tamworth Sixth Form 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 Landau Forte Academy QEMS and Landau Forte Tamworth Sixth Form.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Landau Forte Academy QEMS and Landau Forte Tamworth Sixth Form 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 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:

Grace Day - Exam Officer
Mary Dettmer - Attendance Officer
Sharon Coultas - Attendance Officer
Ricky Perkins - Head of Year
Mark Harrison - Pastoral Leader
Matthew Cavanagh - Head of Sixth Form

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

Ashley Perry - Vice Principal
Sharon Scott - Assistant Principal
Mary Dettmer - Attendance Officer

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:

Lead Invigilators will

- inform the Exams Officer
- update seating plans to clearly mark absent candidates
- Record absentees on the 'Students missing from exams' record in the secure room.

The role of candidates

Candidates will be:

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

Additional responsibilities:

The Examinations Officer will keep a log of absentees.

3. Special consideration

At Landau Forte Academy QEEMS and Landau Forte Tamworth Sixth Form 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:

Grace Day - Exam Officer

Ashley Perry - Vice Principal

CHANGES 2022/23

No changes applicable

CENTRE-SPECIFIC CHANGES

Staff involved in Policy