



# **Candidate Absence Policy**

Landau Forte Academy QEMS and Tamworth  
Sixth Form

## Candidate Absence Policy

Centre name	Landau Forte Academy QEMS and Tamworth Sixth Form
Centre number	30630
Date policy first created	17/10/2024
Current policy approved by	Grace Day
Current policy reviewed by	Ashley Perry - Vice Principal
Date of review	17/10/2024
Date of next review	17/10/2025

## Key staff involved in the policy

Role	Name
Head of centre	Katie Adams
Senior leader(s)	Ashley Perry - Vice Principal
Exams officer	Grace Day
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Landau Forte Academy QEMS and Tamworth Sixth Form 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 Landau Forte Academy QEMS and 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 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) OR The candidate is not present when a register is taken before candidates are invited to enter the room, under supervised conditions, to start their examination, etc.

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:

- The Pastoral Team including the Attendance Officers, Head of Years/ Head of Sixth Form and the Examinations Team.

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

- The Pastoral Team including the Attendance Officers, Head of Years/ Head of Sixth Form and the Senior Leadership Team.

### **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:

Must ensure that they update documents for any late attendees.

### **The role of candidates**

Candidates will be:

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

Additional responsibilities:

Must report an absence prior to the start time of the examination. Failure to inform the academy will result in being charged for the exam entry fee.

### **3. Special consideration**

At Landau Forte Academy QEMS and 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 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:

- Grace Day - Examinations Manager and reviewed by Ashley Perry - Vice Principal

## **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 September 2024, no centre-specific updates or changes were applicable to this document.