Candidate Absence Policy

Ralph Thoresby School

Candidate Absence Policy

Centre name	Ralph Thoresby School
Centre number	37655
Date policy first created	01/04/2024
Current policy approved by	Graham Cowgill
Current policy reviewed by	Kelly Ghosal
Date of next review	01/04/2025

Key staff involved in the policy

Role	**Name**
Head of centre	Will Carr
Senior leader(s)	Mudassir Mir Graham Cowgill
Exams officer	Kelly Ghosal
Other staff (if applicable)	

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

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

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:

- Graham Cowgill (SLT lead for exams)
  Kirsty Maw (Attendance & Safeguarding)
  Adelyne Fink (Attendance & Safeguarding)
  Hanna Brewis (Attendance)
  Eleanor Brash, Kamar Aziz, Mark Henry/Gail McGill and Mischa Grunwell (House Managers)

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

- Eleanor Brash, Kamar Aziz, Mark Henry/Gail McGill and Mischa Grunwell (House Managers)
  Graham Cowgill (SLT lead for exams)
  Scott Glover (AAHT - Attendance)

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:

N/A

The role of candidates

Candidates will be:

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

Additional responsibilities:

N/A

3. Special consideration

At Ralph Thoresby 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 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:

- Kelly Ghosal (Exams Officer)

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

Upon review, no centre-specific updates or changes were applicable to this document.