Examinations Policy - Candidate Absence

Gartree High School

Centre name	Gartree High School
Centre number	25281
Date policy first created	October 2025
Current policy approved by	Senior Leadership Team
Current policy reviewed by	Karen Mankoo
Date of review	October 2026
Date of next review	October 2027

Key staff involved in the policy

Role	**Name**
Head of centre	Will Carter
Senior leader(s)	Matt Wills
Exams officer	Karen Mankoo

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Gartree High School is managed in accordance with current requirements and regulations and reflects centre practice. 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 Gartree High School.

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 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/ complete a course requirement without good reason, the following action is taken:

- A confirmed candidate absence is clearly recorded on the attendance register which is sent to the awarding body/examiner
- The candidate absence is noted on the seating plan by crossing through the candidate details
- Entry fees and associated costs may be charged to parents

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 Officer
- Head of Year 11/ Assistant Head of Year 11

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

- Head of Year 11/ Assistant Head of Year 11

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)

3. Special consideration

At Gartree High 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 mark or 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 the centre with appropriate evidence authorised 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:
    - Exams Officer

Changes effective from 1 September 2026

In terms of JCQ regulations (effective from 1 September 2026), no changes are applicable to this policy.