



# Candidate Absence Policy

Lancing College

## Candidate Absence Policy

Centre Name	Lancing College
Centre Number	65309
Date policy first created	25/09/2023
Current policy approved by	Phillippa Faulkner
Current policy reviewed by	Pat King
Date of next review	01/11/2024

## Key staff involved in the policy

Role	Name
Head of Centre	Dominic Oliver
Senior leader(s)	Hilary Dugdale, SDH John Herbert, DH Phillippa Faulkner, AH Richard Dolan, DSL
Exams officer	Pat King
Other staff (if applicable)	Scarlett Jones

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Lancing College 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 Lancing College.

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

- Once the candidates are seated, invigilators will check for any absences.  
They are checked again against the attendance register immediately after the exams have started.

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:

- Pat King, EO; Scarlett Jones, AEO; HMM

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

- John Herbert, Phillippa Faulkner

### **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:

Identify absent candidates on the Incident Log.

### **The role of candidates**

Candidates will be:

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

Additional responsibilities:

Not applicable.

### **3. Special consideration**

At Lancing College 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:

- Pat King, EO  
Scarlett Jones AEO  
Hilary Dugdale SDH  
Richard Dolan DSL  
Phillippa Faulkner AH

## **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**

None from 2023.