

# Candidate Absence Policy



**WELLBROOK**  
SCHOOL

Centre name	WELLBROOK SCHOOL
Centre number	23271
Date policy first created	September 2025
Current policy approved by	Claire Howells
Current policy reviewed by	Suzie Hughes
Date of review	September 2025
Date of next review	September 2026

## Key staff involved in the policy

<b>Role</b>	<b>Name</b>
Head of centre	Claire Howells
Senior leader(s)	Suzie Hughes
Exams officer	Persha Ward
Other staff (if applicable)	

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

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Wellbrook 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 when the attendance register is completed, 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 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 awarding body/examiner
- 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:

- Persha Ward (Exams Officer)

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

- Persha Ward (Exams Officer)/Suzie Hughes (Senior Leader)

## 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)

## 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 WELLBROOK 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 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:

- Persha Ward (Exams Officer)/Claire Howells.