Candidate Absence Policy

Centre name	The Roundhill Academy
Centre number	25327
Date of review	31 October 2026
Policy approved by	Natalie Teece
Policy reviewed by	Julia Rann
Date of next review	30 September 2027

Key staff involved in the policy

Role	Names
Head of Centre	Natalie Teece
SLT Member with responsibility for Exams	Julia Rann
Examinations Manager	Tania Taylor

This policy is reviewed and updated annually to ensure that candidate absence from examinations at The Roundhill Academy 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.**

To be read in conjunction with:

- Candidate Late Arrival Policy
- Internal Appeals (Access Arrangements, Special Considerations and other admin issues)

Purpose of the policy

The purpose of this policy is to confirm the arrangements for candidates who are absent from an examination at The Roundhill Academy.

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

- They are not in the examination within the first fifteen minutes after the official start of the examination. They will be allowed to complete the examination if they arrive no more than one hour after the official start of 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:

- Pastoral Manager - will try and contacts the student / parents / carer

- Examinations Manager – will try and contact external candidates

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

• Pastoral Manager in conjunction with Head of Centre / Deputy Head of School

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. This will be communicated with parents and students as part of the exams preparation process (emails, assemblies, tutor time)

3. Special consideration

At The Roundhill Academy 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 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:

• Examinations Manager and Head of Centre