



# Candidate Absence Policy

2023/24

**This procedure is reviewed annually to ensure compliance with current regulations**

<b>Approved/reviewed by</b>	
Glenn Mellor	
<b>Author</b>	
Cathy Pierce	
<b>Date of next review</b>	October 2024

**Key staff involved in the policy**

<b>Role</b>	<b>Name(s)</b>
Head of Centre	<b>Glenn Mellor</b>
SLT member(s)	<b>Zoe Johal, James Heaton, Karen Taylor, Hannah Conway</b>
Exams officer	<b>Cathy Pierce</b>

## Purpose of the policy

The purpose of this policy is to confirm the arrangements for candidates who are absent from an examination at Coventry Extended Learning Centre (CELC).

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

## Identifying and dealing with candidate absence

A candidate will be considered absent from an examination if they are not present at the start of the exam. 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

## 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
- Reception staff
- Exams Officer

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

- Pastoral Manager

### 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 22.3)

## **Special consideration**

At CELC 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 signed evidence produced by a senior leader (SC 6) It is the responsibility of the Exams Officer to deal with special consideration requests and applications.

## **Exam Fees**

Students who are absent from an exam, and who do not provide an acceptable reason, will be liable for the exam entry fees incurred by CELC on their behalf.

Parents / carers will be invoiced at the end of the Summer season.