

Candidate Absence Policy

Ron Dearing UTC

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Centre Name	Ron Dearing UTC
Centre Number	44216
Date policy first created	13/09/2023
Current policy approved by	Steve Willacy
Current policy reviewed by	Kieran Cocker
Date of next review	13/09/2024

Key staff involved in the policy

Role	Name
Head of Centre	Steve Willacy
Senior leader(s)	Sarah Pashley, Mark Ollerenshaw
Exams officer	Kieran Cocker
Other staff (if applicable)	Kathy King, Joint Head of Sixth Form Sam Caley, Joint Head of Sixth Form Alex Bulger, Pastoral Mentor (Sixth Form) Laura Wiles, Pastoral Mentor (Sixth Form) Richard Stark, Head of KS4 Rachel Appleyard, Pastoral Mentor (KS4) Lynn Robinson, Pastoral Mentor (KS4) Natasha Whitehead, Attendance Officer

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Ron Dearing UTC 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 Ron Dearing UTC.

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

- Candidates are required to register with the relevant pastoral team as soon as they arrive in centre prior to an examination and will be considered absent if they have not registered and handed in their mobile devices. A formal register is taken by the invigilator as soon as candidates enter the room and are seated. Candidates who are not present are immediately flagged up. The Exams Manager completes an attendance sweep of all the rooms and liaises with the Pastoral team to ascertain any absent candidates.

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:

- The relevant pastoral team make contact with absent candidates or their parents.

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

- The relevant pastoral team make contact with absent candidates or their parents.

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:

Inform the Exams Manager immediately of any absent candidates so that this can be followed up in a timely fashion

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 Ron Dearing UTC 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:

- The Head of Centre confirms if he wishes a special consideration request to be submitted. The Exams Manager then makes special consideration requests required.

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

Personnel changes, new Pastoral Mentor (KS4) & Attendance Officer added.