Candidate Absence Policy

Swanwick School & Sports College

Candidate Absence Policy

Centre name	Swanwick School & Sports College
Centre number	23261
Date policy first created	09/05/2024
Current policy approved by	Danielle England
Current policy reviewed by	Charlotte McKee
Date of review	22/10/2026
Date of next review	23/10/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Danielle England
Senior leader(s)	Danielle England Charlotte McKee Leigh Parry Haayden Waite
Exams Manager	Charlotte McKee
Other staff (if applicable)	Louise Dove

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Swanwick School & Sports College is managed in accordance with current requirements and regulations and reflects centre practice.

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 Swanwick School & Sports College.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Swanwick School & Sports College reserves the right to exercise discretion whether to allow a candidate who arrives after the start of the examination to sit the examination. (See **Candidate Late Arrival Policy**)

Based upon the circumstances for the absence, and subject to the required criteria 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 on completion of the attendance register once candidates are seated and have started the examination (ICE 22.5) OR The candidate is not present when a register is taken before candidates are invited to enter the room, under supervised conditions, to start their examination, etc.

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:

- The Senior Leadership Team, Exams Officer and/or Office Staff.

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

- The Senior Leadership Team and The Exams Officer

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:

Not applicable

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 Swanwick School & Sports 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 mark or 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:

- The Exams Officer

Changes effective from 1 September 2026

In terms of JCQ regulations (effective from 1 September 2026), no changes are applicable to this policy.

Centre-specific changes

No changes have been made to this policy for 2026-2027