

Procedures

<b>Title:</b>	Candidate Absence Procedure
<b>Associated Policies:</b>	
<b>Head of centre</b>	Cristina Taboada-Naya
<b>Senior leader(s)</b>	Abigail Boddy (Deputy Headteacher) Abigail Bell (Assistant Headteacher)
<b>Exams officer</b>	Jenny Legg
<b>SENCo (or equivalent role)</b>	Julia Smallman
<b>1</b>	<b>Purpose of the procedures</b>
	<p>The purpose of these procedures is to confirm the arrangements for candidates who are absent from an examination at Northampton School for Girls.</p> <p>An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Northampton School for Girls 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 <b>Candidate Late Arrival Procedures</b>)</p> <p>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.</p>
<b>2.</b>	<b>Identifying and dealing with candidate absence</b>
	<p>A candidate will be considered absent from an examination if:</p> <ul style="list-style-type: none"> <li>• The candidate is not present on completion of the attendance register once candidates are seated and have started the examination (ICE 22.5)</li> </ul> <p>Once a candidate is identified as absent from an examination, the following action will be taken:</p> <ul style="list-style-type: none"> <li>• The candidate will be contacted as to their whereabouts and as far as possible arrangements made to ensure their immediate arrival</li> </ul> <p>If a candidate fails to sit an examination, the following action is taken:</p> <ul style="list-style-type: none"> <li>• A confirmed candidate absence is clearly recorded on the attendance register which is sent to the awarding body/examiner</li> <li>• The candidate absence is noted on the seating plan by crossing through the candidate details</li> </ul>
<b>3.</b>	<b>Roles and responsibilities</b>
	<p><b>Overview</b></p> <p>It is the responsibility of the following member(s) of staff to deal with candidate absence once it has been identified:</p> <ul style="list-style-type: none"> <li>• Exams Officer and lead Invigilator Pastoral Officer for the Year Student Services Admin</li> </ul>

	<p>It is the responsibility of the following member(s) of staff to deal with candidates who are persistently absent from examinations:</p> <ul style="list-style-type: none"> <li>Exams Officer and lead Invigilator Head of Academic Standards Pastoral Officer for the Year</li> </ul> <p><b>The role of invigilators</b></p> <p>Invigilators will:</p> <ul style="list-style-type: none"> <li>Be informed of the process for dealing with absent candidates through training</li> <li>Ensure that absent candidates are clearly indicated on the attendance register (ICE 22.4)</li> </ul> <p>Additional responsibilities:</p> <p>Not applicable</p> <p><b>The role of candidates</b></p> <p>Candidates will be:</p> <ul style="list-style-type: none"> <li>Re-charged any relevant entry fees for unauthorised absence from examinations</li> </ul>
<b>4.</b>	<b>Special consideration</b>
	<p>At Northampton School for Girls 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:</p> <ul style="list-style-type: none"> <li>The examination is in the candidate's terminal exam series (SC 4.2)</li> <li>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)</li> <li>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)</li> </ul> <p>It is the responsibility of the following member(s) of staff to deal with special consideration requests and applications:</p> <ul style="list-style-type: none"> <li>Examination Officer Assistant Headteacher Deputy Headteacher</li> </ul>
<b>5.</b>	
	<p>These procedures are reviewed and updated annually to ensure that candidate absence from examinations at Northampton School for Girls is managed in accordance with current requirements and regulations.</p> <p>References in these procedures to ICE and SC refer to the JCQ documents <b>Instructions for conducting examinations</b> and <b>A guide to the special consideration process</b>.</p>
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