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**BRADFORD GIRLS'
GRAMMAR SCHOOL**

Co-educational up to 11, Girls only 11-16

Candidate Absence Policy

Policy/Procedure creator: Lynette Hanse

Policy/Procedure created/reviewed: 23/03/2023

Centre Name	Bradford Girls' Grammar School
Centre Number	37134
Date policy first created	10/09/2022
Current policy reviewed by	Rachael Howarth
Current policy approved by	Clare Martin
Date of next review	10/09/2023

Key staff involved in the policy

Role	Name
Exams officer	Lynette Hanse
Senior leader(s)	Rachael Howarth
Head of centre	Clare Martin
Other staff (if applicable)	Not Applicable

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Bradford Girls' Grammar School 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 Bradford Girls' Grammar School.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Bradford Girls' Grammar School 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:

- If candidates are not present when the attendance registers are taken, once candidates are seated, the Exams Officer will ascertain the reason why the candidate is absent. Should the candidate be contacted and decide not to attend the examination the candidate will be marked absent.
- If the Exams Officer is able to locate the candidate before and/or during the examination the candidate will be able to sit the examination. The late arrival form must be completed logging the candidates arrival time etc, as JCQ guidelines states.

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:

- Lynette Hanse, Exams Officer.

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

- Rachael Howarth, SLT.

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:

- Complete the Late/Very Late Arrivals form to state the arrival time of the candidate.

The role of candidates

Candidates will be:

- Re-charged any relevant entry fees for unauthorised absence from examinations

Additional responsibilities:

N/A

3. Special consideration

At Bradford Girls' Grammar School 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 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:

- Rachael Howarth, Vice Principal.
- Lynette Hanse, Exams Officer.

CHANGES 2022/23

No changes applicable

CENTRE-SPECIFIC CHANGES

Upon review in September 2022, no centre-specific updates or changes were applicable to this document.