

Candidate Absence Policy

The Hart School

Candidate Absence Policy

Centre name	The Hart School
Centre number	30385
Date policy first created	13/09/2023
Current policy approved by	Jude Mahon - Vice Principal
Current policy reviewed by	Jude Mahon - Vice Principal
Date of review	18/09/2026
Date of next review	18/09/2026

Key staff involved in the policy

Role	**Name**
Head of centre	Rachael Sandham
Senior leader(s)	Anita Cleary, Ben Brennan, Heidi Goodall, Jude Mahon, Louisa Burnett, Nathan Lewis, Sandip Dosanjh, Shara Davies
Exams Officer	Fran Kinnstein
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that candidate absence from examinations at The Hart School 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 The Hart School.

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

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 Attendance Manager working alongside Head of Year and Exams Officer

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

- Head of Centre

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:

SLT will consider candidates who are persistently absent from their exams on an individual basis according to

circumstances regarding their absence.

3. Special consideration

At The Hart 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 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

Upon review in September 2026, no additional centre-specific updates or changes were applicable to this document.