

# ***Trinity Christian School***

## ***Nursery, Primary & Secondary***



**TRINITY  
CHRISTIAN SCHOOL**

## **Exam Candidate Absence Policy**

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Reviewed by SLT:	Spring 2025
Next Review due:	Spring 2026

Key staff involved in the procedures Role	Name
Head of centre	Chris O'Gorman
Senior leader(s)	Claire Bamford
Exams officer	Sara Ward
Other staff (if applicable)	

These procedures are reviewed and updated annually to ensure that Trinity Christian School deals with candidates' requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies in accordance with current requirements and regulations.

Reference in these procedures to GR and PRS refer to the JCQ documents **General Regulations for Approved Centres** and **Post-Results Services**.

## Purpose of the policy

The purpose of this policy is to confirm the arrangements for candidates who are absent from an examination at Trinity Christian School.

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

- The candidate is not present once the exam has started and the attendance register has been completed.
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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
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## **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:

- Sara Ward- Exams Officer

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

- Sara Ward- Exams Officer; Claire Bamford - Assistant Head

### **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)

### **The role of candidates**

Candidates will:

- Provide an explanation of the reason for their absence which will be used to complete a report to the awarding body.

### **3. Special consideration**

At Trinity Christian 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 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 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:

- Sara Ward- Exams Officer