Loreto Grammar School

Candidate Absence Procedures (Examinations)

2026/2027

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mrs Stokes	
Date of next review	October 2027

Key staff involved in the policy

Role	Name(s)
Head of centre	**Mrs Beever**
Senior leader(s)	**Mrs Stokes, Mrs Walker, Mr Newman**
Exam officer	**Mrs Caulkin**

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Loreto Grammar School is managed in accordance with current requirements and regulations.

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 Loreto Grammar School.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Loreto 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 the candidate is not present at the point where candidates are seated in the exam room, a register has been taken and the examination has started (ICE 22.5)

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 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: Year 11 (Mrs Stokes); Year 13 (Mr Newman), with support from the attendance officers and exams officer.

It is the responsibility of the following member(s) of staff to deal with candidates who are persistently absent from examinations: Mrs Stokes (Year 11), Mr Newman (Year 13)

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 be:

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

3. Special consideration

At Loreto 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 4.2)
- 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 Mrs Caulkin and Mrs Stokes to deal with special consideration requests and applications.