



Candidate Absence Policy

Wreake Valley Academy

Candidate Absence Policy

Centre name	Wreake Valley Academy
Centre number	25172
Date policy first created	20/06/2024
Current policy approved by	Ben Rackley
Current policy reviewed by	Karen Stirk
Date of review	05/12/2025
Date of next review	04/12/2026

Key staff involved in the policy

Role	Name
Head of centre	Ben Rackley
Senior leader(s)	Carl Atherton
Exams officer	Karen Stirk
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Wreake Valley Academy 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 Wreake Valley Academy.

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

- They are not in the examination within the first 10 minutes after the official start of the examination.

They will be allowed to complete the examination if they arrive no more than one hour after the official start of the examination.

In exceptional circumstances and at the discretion of Wreake Valley Academy, a student can commence an exam after more than one hour of being late however the awarding body will be notified and they may choose not to mark the script. The relevant forms will be completed and submitted to Awarding Body.

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:

- Head of Year 11,12 and 13 - dependent on the examination type (GCSE, BTEC, GCE, Cambridge Nationals, Cambridge Technicals) will try and contact the student / parents / carer.

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

- Heads of Year in conjunction with Head of Centre / Head of School

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:

Inform the Exams Officer of any absentees from Exams

The role of candidates

Candidates will be:

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

Additional responsibilities:

At Wreake Valley Academy candidates will only be recharged at the discretion of Head of Centre / Senior Leadership team and dependent on the circumstances.

3. Special consideration

At Wreake Valley Academy 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 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:

- Heads of Year, Head of School and Exams Officer

Changes 2025/2026

(Changed) Under heading **Special Consideration**:

Changed bullet point: The application for special consideration can be supported by appropriate evidence signed by a member of the senior leadership team (SC 6) To: 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)

Centre-specific changes

Upon review minor changes made to wording.