



Candidate Absence Policy 2025 2026

Crispin

Candidate Absence Policy 2025 2026

Centre name	Crispin
Centre number	63435
Date policy first created	18/11/2025
Current policy approved by	Lee Cornwall
Current policy reviewed by	Julia Wilson
Date of review	18/11/2025
Date of next review	18/11/2026

Key staff involved in the policy

Role	Name
Head of centre	Lee Cornwall
Senior leader(s)	Luke Bullock Ellen Maude Sarah Horne Samantha Harvey Oliver Horner Rob Sutherland Simon Boddy
Exams officer	Julia Wilson
Other staff (if applicable)	Ana Pereira - Attendance Officer Rebecca Argent - Visitor Office Manager

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

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

- Absentees are identified straight away as we use candidate ID cards. Exam rooms to contact EO by radio to inform of absent students. EO will identify and contact attendance officer who will contact parents and then update EO. EO to update exam room invigilators in person, of the outcome. Persistent absentees- the EO will inform senior staff who will contact parents for an urgent meeting to resolve the situation. If a candidate is ill and unable to attend the exam parents will inform the school and will be advised by staff to download form JCQ/ME Form 14 from the school website and ensure that this is fully completed and handed in to reception for the attention of the EO as soon as possible.

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:

- Ana Pereira and HOY.

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

- HOY and 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:

N/A

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 Crispin 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:

- Julia Wilson and Luke Bullock -SLT link to exams

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 there are no specific changes.