



JAMES MARKS ACADEMY

CANDIDATE ABSENCE POLICY 2025-26

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

Approved/Agreed by			
Head of Centre Scott Martin	SLT Responsible Mark Reynolds	Exams Officer Alison Patel	SENDCo Ashley Purser
Date of next review		October 2026	

Purpose of the policy

The purpose of this policy is to confirm the arrangements for candidates who are absent from an examination at James Mark Academy. An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point James Mark 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, as outlined in the 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.

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)

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

Roles and responsibilities

It is the responsibility of the following member(s) of staff to deal with candidate absence once it has been identified:

- Mark Reynolds (SLT with responsibility for exams)
- Alison Patel (Exams Officer)

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

- Scott Martin (Head of Centre)
- Mark Reynolds (SLT with responsibility for exams)
- Sophie Tyler (Assistant Head teacher)

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. This decision will be taken by SLT.

Special consideration

If a candidate is absent from a timetabled 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 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 Mark Reynolds and Alison Patel to deal with special consideration requests and applications.