

Appendix 5: candidate absence

The purpose of this appendix is to confirm the arrangements for candidates who are absent from an examination.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Watford Grammar School for Girls 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 Appendix: Candidate Late Arrival)

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 have not turned up and no contact has been made by them with the school. If a candidate has informed the school that they are running late, they are given instructions on what to do once they arrive at school. All absences are recorded and sent to the boards.

Once a candidate is identified as absent from an examination, 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 examiner/marker
- The candidate absence is noted on the seating plan by crossing through the candidate details.

It is the responsibility of the Exams Officer to ensure that absent candidates are identified at the start of an exam and appropriate measures put in place to contact the candidate.

Persistent absences will be followed up by the Head of Year.

2. Roles and Responsibilities

Overview

It is the responsibility of the following members of staff to deal with candidate absence once it has been identified:

Exams Officer / Exams Assistant . School Office Staff / Heads of Year

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)

Inform the Exams Office staff of any absent candidates so that they can inform the invigilation team and HOYs if contact has been made with the absent candidate.

3. Special consideration

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 4.1)
- 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 4.3)
- 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 Exams Office staff to deal with special consideration requests and applications.