

## ADULT AND COMMUNITY LEARNING SERVICE

### Candidate Absence Policy 2023/2024

#### Purpose of the policy

The purpose of this policy is to confirm the arrangements for candidates who are absent from an examination at the Adult and Community Learning service.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point the Adult and Community Learning service 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 organisation.

#### **1 Identifying and dealing with candidate absence**

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 examiner/marker
- 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:

Exams Officer

##### Member of Business Support team

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

##### The role of invigilators

Invigilators will:

- Be informed of the process for dealing with absent candidates through training

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- Ensure that absent candidates are clearly indicated on the attendance register

The role of candidates

Candidates will be:

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

**3 Special consideration**

At the Adult and Community Learning service 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 organisation, providing the following conditions are met:

- The examination is in the candidate’s terminal exam series
- 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
- The application for special consideration can be supported by signed evidence produced by a member of the senior leadership team

It is the responsibility of the following member of staff to deal with special consideration requests and applications:

Head of Centre

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