



PROCEDURE FOR CANDIDATE ABSENCE AND LATE CANDIDATES

All candidates receive an exam timetable which indicates the start time of their exams.

Any alteration that is made to the start time of an examination, is displayed prominently within the school a minimum of 24 hours prior.

Candidates are registered into the exam hall by a member of the Senior Leadership Team, who then starts the examination. If a candidate is absent from the room the member of SLT will ask school admin to contact the candidate's parents.

If possible the parent/carer will be asked to bring the candidate into school as quickly as possible, so they can then sit their examination. The parent/carer is asked to ensure that they remove mobile phones etc from the candidate immediately.

If a parent/carer is unable to bring their son/daughter to school then every effort will be made by the school to ensure that the candidate is collected by a member of our staff. The member of staff who collects the student will remove the candidate's mobile phone from their possession immediately.

On arrival at the school, the candidate will be brought to reception where the Exams Officer or Exams Administrator will then take the candidate to the exam hall/room so they can then start their exam.

If a candidate arrives in school more than 1 hour after the published start time the Exams Officer will make clear that they should still take their exam, and that a Form JCQ/VLA will be completed and submitted to the relevant exam board and it is then at the discretion of the exam board as to whether the paper will be accepted.

If a candidate has been absent/late for an examination/assessment due to acceptable reasons (e.g. illness) the Exams Officer will make an application for Special Consideration.

"However, the component/unit must have been missed in the terminal series and the minimum requirements of section 4.3 must be met."

"Where a candidate is absent from an examination for an acceptable reason it is necessary to make a separate application for each day on which examinations are missed."

Internal assessment

Where absence may affect internally assessed components/units such as controlled assessments, coursework and non-examination assessments, determine if special consideration is available. Please see the Special Consideration Policy for further details.