PEGASUS ACADEMY
Candidate Absence Policy2022/23

Issue number:	001
Approved by:	Clare Benson
Date:	October 2022
Review date:	September 2023

This procedure is reviewed annually to ensure compliance with current regulations

Key staff involved in the procedure

Role	Name(s)
Head of centre	**Andrew Landers**
Exams officer	**Clare Benson**
Senior leader(s)	**Andrew Landers, Mark Townley, Sarah Lawson, Karen Potter, Sonya Griffiths, Kim Buttery, Maxine Young**

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Pegasus Academy is managed in accordance with current requirements and regulations.

References in this policy to **ICE** and **SC** refer to the JCQ publications **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 Pegasus Academy.

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

Identifying and dealing with candidate absence

A candidate will be considered absent from an examination if the candidate is not present when a register is taken before candidates are invited to enter the room, under supervised conditions, to start their examination.

Once a candidate is identified as absent from an examination, they 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, a confirmed candidate absence is clearly recorded on the attendance register which is sent to the examiner/marker and the candidate absence is clearly noted on the seating plan.

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:

- Y11 Learning Manager
- Members of SLT

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

- Y11 Learning Manager
- Members of 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)
- Notify the Exams Officer of any candidates who are absent from the exam room

The role of candidates

Candidates will:

- Make every effort to arrive promptly for all their examinations
- Inform the academy immediately, following the absence policy, if they are too unwell to attend an examination
- Candidates may be re-charged any relevant entry fees for unauthorised absence from examinations

Special consideration

At Pegasus Academy 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 signed evidence produced by a member of the senior leadership team (SC 6)

It is the responsibility of the Exams Officer, supported by the Assistant Principal with responsibility for exams and the Head of Centre to deal with special consideration requests and applications: