



Candidate Absence Policy

Queen Elizabeth Grammar School

Candidate Absence Policy

Centre name	Queen Elizabeth Grammar School
Centre number	42149
Date policy first created	22/01/2026
Current policy approved by	Julie Hodson
Current policy reviewed by	Julie Hodson
Date of review	22/01/2026
Date of next review	22/01/2027

Key staff involved in the policy

Role	Name
Head of centre	David Marchant
Senior leader(s)	Peter Croft
Exams officer	Julie Hodson
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Queen Elizabeth Grammar School 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**.

Purpose of the policy

The purpose of this policy is to confirm the arrangements for candidates who are absent from an examination at Queen Elizabeth Grammar School.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Queen Elizabeth Grammar School 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.

1. 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

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:

- Julie Hodson (Exams Officer)
 - Andrea Culverwell (Attendance)

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

- Natasha Marshall (Senior Assistant Headteacher and DSL)

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)

Additional responsibilities:

- Inform the Exams Officer of candidate absence as soon as the register is completed at the start of the examination.

The role of candidates

Candidates will be:

- Expected to inform school of their absence prior to the examination whenever possible. If it is not possible to inform school in advance e.g. due to unforeseen circumstances, they must inform school as soon as possible.

Additional responsibilities:

- Candidates must obtain documented evidence of the reason for absence (e.g. a doctor's report).
- The evidence must be provided to the exams officer within 5 working days of the absence.
- The exams officer will use the documentation to support a request for special consideration.

3. Special consideration

At Queen Elizabeth Grammar School 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 grade by the awarding body, providing the following conditions are met:

- 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 the following member(s) of staff to deal with special consideration requests and applications:

- Julie Hodson (Exams Officer)

Changes 2025/2026

(Changed) Under heading **Special Consideration:**

Changed bullet point: The application for special consideration can be supported by appropriate evidence signed by a member of the senior leadership team (SC 6) To: 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)

Centre-specific changes

Updated the role of candidates