

Candidate Absence Policy 24-25

Da Vinci Academy

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Centre name	Da Vinci Academy
Centre number	23324
Date policy first created	26/03/2025
Current policy approved by	Philip Gregory
Current policy reviewed by	
Date of review	
Date of next review	01/10/2025

Key staff involved in the policy

Role	Name
Head of centre	Jayne Scattergood
Senior leader(s)	Philip Gregory
Exams officer	Helen O'Neill
Other staff (if applicable)	Susan Cooksey Jodie Lockton Catherine Wragg

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Da Vinci Academy 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 Da Vinci Academy.

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

1. 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 prior to the start of the exam.

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:

- Achievement Lead
 - Assistant Achievement Lead

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

- Attendance Officer

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:

Not applicable

The role of candidates

Candidates will be:

- Issued with a personalised timetable prior to the exam series. It is a candidate's own responsibility to ensure they familiarise themselves with the timetable, pre-exam focus sessions and the centre's expectation of attendance.

Additional responsibilities:

Not applicable

3. Special consideration

At Da Vinci 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 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 appropriate evidence signed 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:

- The Exams Officer.

Changes 2024/2025

(Updated) Under heading **Special Consideration:** References to sections of SC 4 where these have been changed in SC 2024-2025.

Centre-specific changes

Not applicable