Candidate Absence

Policy Youth Challenge

Candidate Absence Policy

Centre name	Youth Challenge
Centre number	32114
Date policy first created	23/09/2024
Current policy approved by	Victoria Sutton
Current policy reviewed by	Kelly Shacklady
Date of review	16/09/2026
Date of next review	16/09/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Victoria Sutton
Senior leader(s)	Byron Billington Collette Morris Gemma Morris Matthew Carrington
Exams officer	Kelly Shacklady
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that candidate absence from examinations at Youth Challenge 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 Youth Challenge.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Youth Challenge 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:

- If pupils are absent phone calls are made by the attendance officer. Where possible transport will be arranged, in order to get pupils sitting their exams on time or be under supervision.

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:

- Victoria Sutton, Sarah Palin (attendance officer) Kelly Shacklady

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

- Victoria Sutton and Sarah Palin

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)

The role of candidates

Candidates will be:

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

3. Special consideration

At Youth Challenge 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:

- Kelly Shacklady exams officer