



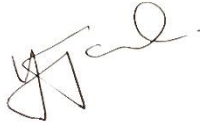

Bromley Adult Education College

Candidate Absence Policy

2024-25

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Policy Reviewed on	06/11/24
Head of Centre signature (Yvonne Tomlin Miller)	
Qualifications Officer signature (Veronica Hughes)	
Date of next review	01/09/2025

Key staff involved in the procedure

Role	Name(s)
Head of Centre	Yvonne Tomlin Miller
Head of Curriculum and Quality	Darren Kirwin
Curriculum Development Managers	Paola Moioli Louise Smith Philip Bedford
Qualifications Officer/SENCo	Veronica Hughes

This policy is reviewed and updated annually to ensure that candidate absence at Bromley Adult Education is managed in accordance with current requirements and regulations.

Reference 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 this policy

The purpose of this policy is to confirm the arrangements for candidates who are absent from an examination at Bromley Adult Education College.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Bromley Adult Education College 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:

For JCQ examinations:

- The candidate will be contacted as to their whereabouts and as far as possible arrangements made to ensure their immediate arrival

For Trinity examinations:

- The candidate will be contacted as to their reason for absence and informed that they cannot enter the exam room as the exam has started

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 examiner/marker
- The candidate absence is noted on the seating plan by crossing through the candidate details

2. Roles and responsibilities

It is the responsibility of the Qualifications Officer to deal with candidate absence once it has been identified.

It is the responsibility of the Curriculum Manager to deal with candidates who are persistently absent from examinations.

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)
- Ensure that the Qualifications Officer is informed of any absent candidates

3. Special consideration

At Bromley Adult Education College 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 Qualifications Officer and Head of Centre to deal with special consideration requests and applications