



Sidcot
Live Adventurously

Exam policy for late and absent candidates

Policy Number: 6.19

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Table of Contents

1. <u>Introduction</u>	2
2. <u>Scope</u>	2
3. <u>Procedure</u>	2
4. <u>Document Change History</u>	3

1. Introduction

This policy sets out the procedure for all candidates sitting external examinations who are late or absent.

2. Scope

This document applies to all candidates sitting external examinations.

This policy is available on the staff intranet. It is also available in hard copy form and in accessible formats upon request.

3. Procedure

Before the exam season starts, the Exams Officer briefs all of the candidates, including advice that all candidates should be early for all exams, and that if a candidate is late, an exam board might not accept their work, or may not permit them to sit the exam.

Before the start of every examination, the invigilators will quickly check for absent candidates and inform the Exams Officer. Where one or more candidate is absent, the Exams Officer will decide whether the exam should go ahead or whether it needs to be delayed. Delaying an exam is only carried out where all candidates are listening to one recording.

The Exams Officer will then make every attempt to locate missing candidates. If the candidate is not able to attend the exam for genuine reasons, the Exams Officer will ask for evidence of this.

Once the absent candidate is located, the Exams Officer first check that it is still permissible for the candidate to start the exam (Cambridge International has different rules to JCQ on this) and if so, will read the Invigilator's Statement to them and remove from them any items (e.g. mobile phone) that are not allowed in the exam room. The candidate will then be shown to their seat, and an individual card with their unique start and finished time will be placed on their desk. If it is not permitted for the candidate to start the exam, the Exams Officer will advise the candidate that this is the case and the candidate will be recorded as absent.

If a candidate is delayed in arriving at the centre, they should attempt to contact Reception who will inform the Exams Officer of the situation. They will be advised to hand to someone else any means of contacting others (e.g. a mobile phone). On arrival, they should go straight to Reception together with anyone who has accompanied them on their journey (e.g. the person who drove them to the School). This person should confirm in writing whether the candidate was able contact others after the official start time of the exam and hand to the receptionist any mobile phones etc.

Once this has taken place, the Exams Officer will accompany the candidate to the exam as above.

4. Review and Document Change History

This policy will be reviewed every year or sooner if changes to legislation, guidance or practice so require or an event or incident requires.

The examinations officer will undertake this review in conjunction with her manager.

Date of change	Detail significant changes and any new legislation / guidance taken into account
21.04.2016	Redraft of policy.
28.02.2017	Policy reviewed. Minor changes to clarify procedure with delayed candidates. Format updated.
14.02.18	Policy reviewed. No changes made.
06.02.19	Policy reviewed. No changes made.
17.02.2020	Policy reviewed. Information about steps made to prevent candidates from being late was added, along with the possibility that it might not be possible to sit the exam with a late start.
31.03.2022	Policy reviewed; minor typos corrected
09.02.2023	Policy reviewed. No changes made.
12.03.2024	Policy reviewed. No changes made.
24.06.2024	Policy reviewed. No changes made.