

HEALING
SCHOOL



A Science Academy

Healing School – A Science Academy

Late and Absent Candidates Policy (Exams)

This policy is reviewed annually to ensure compliance with current regulations

Author	Mrs D Barnard
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Introduction

The policy is in place to ensure candidates are given every opportunity to attend their examinations and every effort is made to inform them of their exam timings.

Candidates are issued with an examinations timetable and an information letter.

Timetables

The timetable informs the candidates of their personal exam start times and the duration of their exam.

Candidates can obtain a copy of their timetable from the Exams Officer if a replacement is required.

All candidates will be issued with a new timetable if any information is changed. An exam timetable can be viewed on the exams notice board outside Pupil Services. Please note timings may vary for individuals as the timetable shows national start times of examinations.

It is the candidate's responsibility to ensure they have a copy of their timetable throughout the exam season and refer to it on a daily basis.

Candidate exam information

Each candidate is issued with a letter regarding procedures for all exams in the upcoming exam series. This letter informs parents and candidates of the procedure they must follow if they are going to be late for an exam or are going to be absent.

What to do if you arrive late for an exam

- A candidate who arrives late after the start of the examination may be allowed to enter the examination room and sit the exam; the full time will be allocated.
- A candidate will be considered very late if they are more than 1 hour after the published starting time; 10am for a morning exam and 2:30pm for an afternoon exam.
- For examinations that last less than an hour candidates will be considered very late if they arrive after the awarding organisation's finishing time for the examination.
- If candidates are late for an examination this may result in them being disqualified from the exam by the awarding organisation.
- If candidates are running late they must contact the school immediately

What to do if you are unwell on the day of an exam

- If you are unwell when you are due to take an exam, you must make every effort to attend. You can discuss your illness before your exam by contacting the Exams Officer as soon as possible. We can discuss the options available dependant on the illness; we will accommodate students with any illness

- As a last resort and you are absent from an exam you will need to either obtain a note from your doctor to enable us to inform the relevant awarding organisation of your absence.
- If you are unwell and you attend an examination, please inform the Exams Officer of your illness so that special consideration may be submitted to the awarding organisation to compensate for a difference in your normal performance.
- If you feel unwell during an exam you need to speak to an invigilator in the exam room, (by raising your hand) who will manage the situation.

What happens if you have an unauthorised absence from an exam

- Any unauthorised absence from an exam will result in a charge for the cost of the exam, this can include any exam which forms part of an overall award.
- Any unauthorised missed exams will result in a zero mark.

Procedure for Late Candidates

The following procedure is followed in every examination room/ every exam

- Candidates are checked into the exam room by the EO or a member of SLT
- A list of missing candidates is collated.
- The examination is started without the absent candidates
- Parent/guardian is informed that the candidate is absent and is told the cut off time to get the candidate into the exam by
- If there is no answer a message is left and another number is tried
- If the candidate arrives within the allowed time they are taken into the examination room to sit the exam along with the other candidates – the time they have missed is allocated to the end of the exam. Care is taken not to disturb the candidate if the other candidates are released from the room before the late candidate
- If the candidate is very late they are still to sit the examination but this may need to be in another examination room. A very late candidate form is submitted to the examination board and they will make a decision as to whether the candidates work will be marked.
- If a candidate does not arrive to an examination after calls have been made a record of the absence is recorded and kept with the seating plans.
- In some cases, candidates will be invoiced for the cost of the missed examination.

Procedure for absent candidates

- Candidates have been fully briefed on an absence if they are ill via the candidate exam information letter and in the exams assembly.
- If a candidate does not report an absence to the school before an examination and does not attend, the procedure for a late candidate is to be followed.
- If a candidate is too unwell to attend an examination they are advised by the exams officer to obtain a letter from their doctor. The exams officer will not suggest that any candidate miss an examination, the decision is that of the candidate. The exams officer will advise the candidate of the options available to them.
- The exams officer will apply for special consideration if the absence is supported and a fee will not be invoiced to the candidate.
- If a candidate cannot support their absence with a note or the illness is not supported by the school an invoice for the cost of the missed exam will be sent and special consideration will not be applied for.

- If a candidate misses all examinations for a qualification the candidate will be changed for the full award and withdrawn from the qualification if less than 25% of the examination has been completed or the absence is not supported by the exams officer.