

## **Candidate Absence Policy(Exams) 2025-26**

**Examinations Officer:** Emma Green  
**Head of Centre:** Dr Lisa Mason  
**Next policy review:** November 2026

If candidates are unable to attend an external exam they must inform the academy before the start time of the exam. If absence is through illness then they must supply medical evidence. Failure to do so will result in exam dispensation not being considered by the exam board.

The attendance/pastoral team at Ormiston Forge Academy will attempt to contact any candidate that has not informed the academy about their absence and is not present at the start of an examination.

An absent candidate may subsequently arrive once the exam has started, becoming a late or very late arrival.

Invigilators are aware of the centre's process for dealing with absent candidates and candidates who arrive late or very late through annual training sessions and the exam invigilation handbook.

### **Recording Candidate Absence**

Ensure confirmed absences are clearly recorded on the attendance register which is sent to the examiner. Candidate absence is also noted on the seating plan as this provides further evidence of candidate absence should there be any queries from the awarding body that needs a response (eg queries about missing scripts).

Ensure any candidates who might appear on the attendance register, are not marked as absent if they are:

- a transferred candidate, where the exam paper has been transferred to a host centre
- a candidate where a late amendment has been made to change tier of entry or withdraw the entry
- a candidate taking the exam in an alternative room separate to the main cohort

### **Special Consideration**

If a candidate is absent from a timetabled written exam for an acceptable reason, and the centre is prepared to support an application for special consideration (where the minimum requirements for enhanced grading can be met), the awarding body may make an adjustment to the grade.