



Lumen Academy

Embrace

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Candidate Absence Policy

Policy Date: September 2024

Review Date: September 2027

Document History

Version	Status		Date	Author	Summary Changes
V1			Sep 24	M Sethi	
V2			Oct 25	M Sethi	SENCO has been removed

Introduction

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Lumen Academy 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. This policy confirms that Lumen Academy 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, and confirms:

- the correct procedures are followed when dealing with a candidate who arrives late to an examination
- appropriate arrangements are in place for the management of late arrivals in order to maintain the security and integrity of the examination

Candidates who arrive late

The following procedures are applied at Lumen Academy in relation to candidates who arrive late to examinations:

- A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination
- A candidate who arrives late, and is permitted to sit the examination, will be allowed the full time for the examination
- A candidate who arrives within one hour of the awarding body's published starting time for an examination which lasts an hour or more, i.e. a candidate arriving up to 10.00am for a morning examination or up to 2.30pm for an afternoon examination will be permitted by the centre to sit the examination
- A candidate who arrives after 10.00am for a morning examination will be considered very late and will be permitted by the centre to sit the examination
- A candidate who arrives after 2.30pm for an afternoon examination will be considered very late and will be permitted by the centre to sit the examination
- A candidate who arrives after the awarding body's published finishing time for an examination that lasts less than one hour will be considered very late and will be permitted by the centre to sit the examination
- A candidate who arrives very late will be warned that the awarding body may not accept their script
- A candidate who arrives in the afternoon for a paper that had been re-arranged for a morning session, may be allowed to take the paper at the published time as long as the candidate has not had any contact with candidates who sat the paper earlier. The awarding body will be informed of the situation and will decide whether or not to accept the script

In all cases the centre will submit a declaration for the very late arrival of a candidate for examinations, in accordance with the current JCQ publication Instructions for conducting examinations

Other centre specific procedures:

As soon as a candidate is seen to be absent from the attendance register, Lumen Academy will contact the candidate/candidates parent/carer to

ascertain a reason for the absence. If necessary the academy will require medical evidence should the candidate not be able to attend the exam.

Every candidate is made aware, via group meetings and the examination handbook, of the procedure - they must advise the academy if they are going to arrive late, ready for the academy to put actions in place ready.

Any very late arrivals will be reported to the examination boards in accordance with JCQ's regulations. Candidates are advised that should they arrive late, they will complete the exam and a late arrival form will be completed and submitted to the awarding body. Candidates are warned that the awarding body may not accept their Script.

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.

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

Once a candidate is identified as absent from an examination, the following action will be taken:

- The candidate will be contacted immediately 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 examiner/marker.

The candidate absence is noted on the seating plan by crossing through the candidate details

Roles and Responsibilities

It is the responsibility of the following member(s) of staff to deal with candidate absence once it has been identified:

- Exams Officer
- DSL

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

- Exams Office
- DSL

The role of invigilators:

Be informed of the process for dealing with absent candidates through training and ensure that absent candidates are clearly indicated on the attendance register.

Additional responsibilities: Inform the Exams Officer immediately of any absent candidates.

The role of candidates will be:

If a candidate is absent from an exam without sufficient reason and evidence i.e. doctors letter, they may be charged for the entry fee.

Additional responsibilities: Should a candidate be taken ill on an exam day they must seek medical advice and provide a doctor's certificate to explain the absence. The candidate must inform the academy of the situation before the start time of the exam to see if alternative arrangements can be made. At no point can timetabled exams be re-scheduled due to illness.

Special consideration

At Lumen Academy 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 terminal grade by the awarding body, providing the following conditions are met:

- The examination is in the candidate's terminal exam series
- 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
- The application for special consideration can be supported by signed evidence produced by a member of the senior leadership team

It is the responsibility of the following member(s) of staff to deal with special consideration requests and applications:

- Principal
- Head of Centre

Reviewed By:

Monika Sethi

September 2026

Next Review Date:

September 2027

Approved by Director:

1st September 2026

Signed:

A handwritten signature in black ink, appearing to be 'Monika Sethi', written in a cursive style.

Monika Sethi
Principal and Director