

Students absent from examinations Policy

2020/21

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Exams Officer	
Date of next review	01 Sep 2021

Role	Name(s)
Head of centre	Jim Grant
Exams Team	Neil Owen, Wendy Cowgill, Jane Hart
Invigilators	

Students who are absent from exams

Any student absent from exams will be reported to the exams team within ten minutes of the exam starting time.

The invigilation team will record absences on the absence list provided in exam packs, lists will normally be collected by a member of the exams team, however if not collected within ten minutes of the starting time lists should be taken to the exams team.

The exams team will make efforts to try and locate the missing students:

Check to see if student has not withdrawn
If possible speak to subject staff to check reliability
Attempt to contact student using Mobile number
Attempt to contact using parental contacts

If successful in contacting try to get student to exam hall (following Policy for late students)

If unsuccessful record details of absence in log and amend attendance registers accordingly.

Data Protection

When managing a student's personal data information it will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

Equality

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.