



OWENED BY	STUDENT JOURNEY MANAGER/EXAMS OFFICER
Policy	Exams Students Absent from exams Policy
DATE OF LAST REVIEW	SEPTEMBER 2023
PLANNED NEXT REVIEW	AUGUST 2025
APPROVAL	SLT

Role	Name(s)
Head of centre	Matt Reynolds
Exams Team	Neil Owen, Wendy Cowgill, Jane Hart, Kezziah Pike
Invigilators	Invigilation Team

Students who are absent from exams

Any student absent from an exam should be reported to the exams team within ten minutes of the exam starting time. The best method of communicating absences is via Teams.

The invigilation team will record absences on the absence list provided in the exam packs.

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

Check to see if student has not withdrawn

Attempt to contact student using Mobile number and texting them.

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

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

Candidates who are absent should at the earliest opportunity be recorded on Journal ensuring relevant Pastoral lead is notified.

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.