



Joint Council for
Qualifications^{CIC}

FAQs – Providing qualification grades when exams are missed for acceptable reasons

Summer 2022

For the attention of students

Produced on behalf of:



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1 Can I get a qualification grade if I miss an exam/assessment in summer 2022?

If you miss one, or more than one, of your exams or assessments in a subject, for an acceptable reason, your school or college can apply to an awarding body for special consideration. If your application is successful, a grade will be provided based on the exam papers and/or the non-exam assessment (NEA) you completed. We need you to have completed at least one of the papers or NEA in the subject, for an awarding body to produce a grade.

2 How does an exam board work out my grade if I missed one or more papers/NEA(s)?

As in any exam series, if you were absent from an exam/NEA for an acceptable reason, the awarding body can produce a mark for the missing exam (s)/NEA(s) in the specification.

The awarding body will do this by calculating a mark for your missed paper(s) or missed NEA from the one(s) you have completed and your performance in them compared to all other students. Your marks for all components (those sat and those missed) are then combined to give an overall grade for that subject and using the same grade boundaries as for all other students.

3 Why do exam boards use this method to produce a grade?

Awarding bodies calculate a mark for the missed paper or NEA – we call it a component – to produce your final grade. They want to make sure that you, and all students, get the fairest grade possible. The level of difficulty can vary between components, for example between an exam and an NEA, as different knowledge, skills, and understanding are being assessed. Awarding bodies don't produce a grade based on multiplying a single unit or component you have taken. They need to make sure all students who completed all their papers or NEA are not disadvantaged by the way they work out your grade. By using a calculation that takes your marks and compares them to others', they can produce a fair result for everybody.

4 Where can I find more detailed information about how missing marks are produced?

Individual awarding bodies calculate the mark for a missing paper or NEA and combine that with the marks from the one(s) you have completed to give you a grade. The calculation methods vary slightly depending on the type of qualification. For example, the method for calculating a GCSE grade may vary compared to the method for a vocational qualification grade. This is because the different qualifications may have different ways of adding up marks and/or grades. The overarching aim for all awarding bodies is to be as fair as possible. Please visit the [JCQ website](#) for more information on how awarding bodies provide grades in these circumstances.