



## Late Arrival to Exams Policy

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## Purpose:

- To ensure the management of exams is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff and candidates.

It is the responsibility of the candidates and everyone involved in the Centre's exam processes to read and understand this policy.

This policy will be reviewed annually.

## Procedures:

1. The Exams Officer/Member of Staff will contact the parent/carer of any candidate absent at the start of an exam. The parent/carer will be advised to keep the candidate under supervision at all times until the candidate is handed over to a member of the centre staff. In these circumstances the parent/carer and the candidate will be asked to sign an appropriate statement to confirm the supervision arrangements which were put in place.
2. A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. The candidate will be allowed the full-time, provided that adequate supervision arrangements are in place.
3. The awarding body will consider each case individually in light of statements from the parent/carer, the candidate and the centre.
4. Students who arrive very late for the exam, namely after candidates may have been allowed to leave the examination room, will be allowed to sit the exam. **However, unless they have been supervised during that time, the awarding body is unlikely to be able to accept the work.**
5. A candidate will be considered very late if they arrive:

More than one hour after the published starting time for an examination which lasts one hour or more, i.e. after 10.00 am for a morning examination or after 2.30 pm for an afternoon examination.

6. For an examination that lasts less than one hour, a candidate will be considered very late if they arrive:
  - After the awarding body's published finishing time for the examination.
7. When a candidate arrives very late for an examination, the following will be undertaken:
  - The script will be sent to the awarding body/examiner in the normal way.
  - Form JCQ/VLA (Report on candidate admitted very late to examination room) will be completed by the Exams Officer within 7 days of the examination taking place.
  - The candidate will be warned that the awarding body may not accept their work.
8. If a candidate arrives in the afternoon for a paper that had been re-arranged for a morning session, the candidate may be allowed to take the paper at the published time as long as he/she has not had any contact with any candidate who sat the paper earlier. The awarding body will then decide whether or not to accept the script.
9. The Exams Officer/Vice-Principal will liaise with candidates and their parents/carers who persistently arrive late for examinations.

## Other Policies/Documents:

- Exams Policy
- Policy for Controlled Assessment & Internal Assessment Decisions
- Early Examination Entry Policy
- Staff Malpractice (Controlled Assessment) Policy
- Risk Management