



Candidate Late Arrival Policy

Date of Policy: September 2023

Date of Review: September 2024

Member of staff with overall responsibility: Mr O. Chadbond

Governing Body Sub-Committee with reviewing responsibility: Standards and Curriculum

Candidate late arrival

All students will have been notified of the date and time of their exams, and had at least two timetable copies printed. In addition, the overall timetable is published in the exams area of the school website. Candidates are advised to arrive at school in plenty of time before the published starting time. Candidates who arrive after the exam has started will be directed to the exams team who will make a decision on whether to admit the student in order to sit their exam. Depending on how late a candidate is the candidate may be allowed to sit the exam based on JCQ guidance and regulations. All candidates arriving late should be given the exam briefing outside the exam room, and given clear instructions as to what they should do once admitted. They should be given their full time to complete their paper. The lead invigilator in the hall should record details of late arrivals on the incident log.

Exams Officer

- Ensures that candidates who arrive very late for an exam are reported to the awarding body by submitting a report with details of timings and candidate numbers/names
- Warns candidates that their scripts may not be accepted by the awarding body

Invigilators

- Are informed of the policy/process for dealing with late/very late arrival candidates through training
- Ensure that relevant information is recorded on the exam room incident log

Candidate Late Arrival Policy

Late candidates are permitted to sit the exam and are allowed the full time for the exam. A log is kept of late arrivals for each examination.

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre. Reception will alert the Examinations Officer / invigilators of the candidate's arrival and the student will be given the necessary instructions ahead of beginning their paper.

A candidate who arrives late, and is permitted by the centre to sit the examination, must be allowed the full time for the examination. (ICE 21)