



Exams- Candidate Late Arrival Policy

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- 1 This policy is reviewed and updated annually to ensure that candidates who arrive late to examinations at Alderbrook School are managed in accordance with current requirements and regulations.
- 2 References in this policy to GR and ICE refer to the JCQ publications General Regulations for Approved Centres and Instructions for conducting examinations.

Purpose of the policy

- 3 The purpose of this policy is to confirm the arrangements for candidates who arrive late for an examination at Alderbrook School. A candidate will be considered late if they arrive:
 - within one hour of the awarding body's published starting time for an examination which lasts an hour or more, i.e. candidates arriving between 9.00am and 10.00am for a morning examination or between 1.30pm and 2.30pm for an afternoon examination.
- 4 A candidate will be considered very late if they arrive:
 - more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination
 - after the awarding body's published finishing time for an examination that lasts less than one hour
- 5 This policy confirms that Alderbrook School reserves the right to exercise discretion whether to allow a candidate who arrives after the start of the examination to enter the examination room and sit the examination, and confirms:
 - the correct procedures are followed when dealing with a candidate who arrives late to an examination
 - appropriate arrangements are in place for the management of late arrivals in order to maintain the security and integrity of the examination

Candidates who arrive late

- 6 The following procedures are applied at Alderbrook School in relation to candidates who arrive late to examinations:
 - Any student arriving late must report to main reception. Reception will inform the Exams Officer who will escort student to the exam location.
 - A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination
 - A candidate who arrives late, and is permitted to sit the examination, will be allowed the full time for the examination
 - A candidate who arrives within one hour of the awarding body's published starting time for an examination which lasts an hour or more, i.e. candidates arriving between 9.00am and 10.00am for a morning examination or between 1.30pm and 2.30pm for an afternoon examination will be permitted by the centre to sit the examination
 - A candidate who arrives after 10.00am for a morning examination will be considered very late and will be permitted by the centre to sit the examination
 - A candidate who arrives after 2.30pm for an afternoon examination will be considered very late and will be permitted by the centre to sit the examination

- A candidate who arrives after the awarding body's published finishing time for an examination that lasts less than one hour will be considered very late and will be permitted by the centre to sit the examination
- A candidate who arrives very late will be warned that the awarding body may not accept their script
- A candidate who arrives in the afternoon for a paper that had been re-arranged for a morning session, may be allowed to take the paper at the published time as long as the candidate has not had any contact with candidates who sat the paper earlier. The awarding body will be informed and will decide whether or not to accept the script
- In all cases the centre will submit a declaration for the very late arrival of a candidate for examinations, in accordance with the current JCQ

Instructions for conducting examinations

Roles and Responsibilities

The role of the exam's office/officer

- 7 Inform invigilators of the policy/process for dealing with candidates who arrive late/very late through training
- 8 Provide an exam room incident log for invigilators to record relevant information relating to candidates who arrive late/very late
- 9 Warn the candidate that the awarding body may not accept their script
- 10 Send the script to the awarding body/examiner in the normal way
- 11 Submit on-line, using the Centre Admin Portal (CAP), Form JCQ/VLA - Report on candidate admitted very late to examination room within seven days of the examination having taken place, providing the following details:
 - the reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre
 - the actual starting and finishing times of the examination
 - the time the candidate started the examination
 - the time the candidate finished the examination

The role of invigilator

- 12 Ensure candidates who arrive late/very late are given the required instructions prior to starting the examination (the invigilator's announcement) without disturbing other candidates
- 13 Ensure relevant information is recorded on the exam room incident log relating to candidates who arrive late/very late
- 14 Allow a candidate who arrived late, and is allowed the full working time to do their examination, to continue after the normal finishing time, instructing them to stop working after the full working time allowed has passed