



**Oxford Sixth Form College**

A NORD ANGLIA EDUCATION SCHOOL

# Candidate Late Arrival Policy (Exams)

Revised: July 2023

Review Date: July 2024

## **Purpose of the policy**

This policy ensures 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 Office team (EO) will notify the Senior Tutor (ST) and Reception to contact the absent candidate at the start of an exam. If the candidate cannot be contacted the parent/guardian will be contacted. If the candidate will arrive after the exam window for key times (10:00am and 2:30pm – 2:00pm for CIE) and be classed as very late, the parent/guardian 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.
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. A report form will be completed and sent, by the EO team, to the awarding body. For a very late candidate the awarding body will consider each case individually in light of statements from the parent/guardian, the candidate and the centre.
4. Candidates 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 (2:00pm for CIE).
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 EO team 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 EO team and Senior Tutor will liaise with the candidates and their parents/guardians who persistently arrive late for examinations.