

School Procedure for Students arriving late to an Examination

The Rules for Late Arrival to the Examination before 10.00am or 2.30pm

- For general qualifications, a candidate who arrives before 10.00 am for a morning examination or before 2.30 pm for an afternoon examination may be allowed to enter the examination room and to sit the examination. However, the candidate should be warned that the **awarding body has the right not to accept the script.**
- A candidate who arrives after the start of the examination may be allowed the full time for the examination, depending on the centre's organisational arrangements and provided adequate supervision arrangements are in place.
- If a candidate is late for a good reason (for example, sudden illness or transport difficulties), the awarding body will accept the work the candidate has done in the whole of the examination (including that completed in any additional time allowed to compensate for arriving late). However, the awarding body must be satisfied that the security of the examination has been maintained.

The Rules for Late Arrival to the Examination after 10.00am or 2.30pm

- For general qualifications, a candidate who arrives after 10.00 am for a morning examination or after 2.30 pm for an afternoon examination may be allowed to enter the examination room and to sit the examination. However, the candidate should be warned that the **awarding body may not be prepared to accept the work.**
- In these cases of very late arrival, a report will need to be submitted to the Awarding Body. You will be invited to a meeting with either Deputy Headteacher (Learning & Achievement) for KS4 or the Assistant Headteacher (Sixth Form) for KS5 to discuss the reasons for your lateness prior to the report being submitted. You will have the opportunity at this meeting to provide mitigating circumstances which can be advised to the Awarding Body.

The Rules for Arrival after the Examination

- If any candidate arrives after the scheduled finishing time, the centre **must** record the candidate as 'absent' and the centre should not allow the candidate to take the examination. In such cases, the centre **must** tell the candidate that he or she will not be awarded marks for the component.
- 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 or 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.