

Exmouth Community College



Late Arrivals Policy (Exams) 2017/18

This plan is reviewed annually to ensure compliance with current regulations

Policy Details	Date
Policy ratified by	Curriculum Committee
Policy agreed by governors	9.1.18
Review Cycle	Annual
Policy Review date	January 2019
Version	V1 Spring 2018

Exmouth Community College

Late Arrivals Policy 2017-18

Purpose of the Policy:

To ensure that the process for late arrivals is clear with defined roles and responsibilities.

For GCSE/GCE Examinations:

- Invigilators are permitted to allow late arrivals into the Examination room if they arrive within half an hour of the start time.
- The Invigilator must ensure that the late arrival is given the announcement information and any other relevant information (i.e erratum notice).
- The Invigilator must allow the late arrival the full allocation of exam time and record the details on the Incident report form.
- The Invigilator must notify the Exams Office about the late arrival. The Exams Office will update relevant staff.
- If a candidate arrives more than half an hour after the start time the Exams Officer must be informed so the Exams Office can ensure adequate room and supervision arrangements are in place before the candidate starts.
- Candidates who arrive more than an hour after the published start time are considered very late. For examinations lasting less than one hour candidates are considered very late if they arrive after the published finishing time. The Exams Officer must be informed about very late arrivals.
- The Exams Officer will warn the very late arrivals that the awarding body may not accept their script. The Exams Officer will report very late candidates to the relevant Awarding Body by completing JCQ/VLA
- Candidates who persistently arrive late will be reported to the Head of Year.

For all other examinations

- Invigilators must report any late arrivals to the Exams Officer so that the appropriate rules can be followed. The Exams Officer will inform the Invigilator about the appropriate course of action.