



Inspire Education Trust

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Candidate Late Arrival Policy 2023-2024 Blue Coat CE Secondary School

Policy Date: September 2023

Review Date: September 2024

Document History

Version	Status	Date	Author	Summary Changes
V1		September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024

This policy is reviewed and updated annually to ensure that candidates who arrive late to examinations at Blue Coat School are managed in accordance with current requirements and regulations.

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

The purpose of this policy is to confirm the arrangements for candidates who arrive late for an examination at Blue Coat School.

A candidate will be considered late if they arrive:

- After the start of the examination and (for an examination which lasts an hour or more) up to 10.00am for a morning examination or up to 2.30pm for an afternoon examination (ICE 21.1)
- 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 (ICE 21.3)
- After the awarding body's published finishing time for an examination that lasts less than one hour (ICE 21.3)

This policy confirms that Blue Coat 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

The following procedures are applied at Blue Coat School in relation to candidates who arrive late to examinations:

- A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination (ICE 21.1)
- A candidate who arrives late, and is permitted to sit the examination, will be allowed the full time for the examination (ICE 21.2)
- 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. a candidate arriving up to 10.00am for a morning examination or up to 2.30pm for an afternoon examination (ICE 21.1) 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 (ICE 21.3) 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 (ICE 21.3) 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 (ICE 21.3) 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 (ICE 21.4).
- 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 of the situation and will decide whether or not to accept the script (ICE 21.5)
- 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 publication **Instructions for conducting examinations** (GR 5.9)

Other centre specific procedures:

Not Applicable

Roles and Responsibilities

The Role of the exam's Office/Officer:

- Inform invigilators of the policy/process for dealing with candidates who arrive late/very late through training
- Provide an exam room incident log for invigilators to record relevant information relating to candidates who arrive late/very late
- Warn a candidate who arrives very late that the awarding body may not accept their script (ICE 21.4)
- Send the script of a candidate who arrives late/very late to the awarding body/examiner in the normal way (ICE 21.4)
- 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 time the candidate came under centre staff supervision
 - 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
- any assurances that the candidate did not access and was not made aware of the paper's content prior to sitting the exam (ICE 21.4)

Additional responsibilities:

Not Applicable

The Role of Invigilators

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

Ensure relevant information is recorded on the exam room incident log relating to candidates who arrive late/very late

Allow a candidate who arrived late/very late, and is allowed the full working time to do the examination, to continue after the normal finishing time, instructing them to stop working after the full working time allowed has passed (ICE 26.2) Additional responsibilities:

Not Applicable

Changes 2023/2024

(Changed) Under heading **the role of the exams office/officer**: 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 date of the paper concerned, 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 (ICE 21.4)
- (To) 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 time the candidate came under centre staff supervision
 - 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
- Any assurances that the candidate did not access and was not made aware of the paper's content prior to sitting the exam (ICE 21.4)

Centre-Specific Changes

No centre specific changes to this document

Responsibility

The Inspire Education Trust Board of Directors have a responsibility for the oversight of this and all policies within the Trust's academies and may delegate the implementation and review of this policy in accordance with our Scheme of Delegation.

Reviewed by: Kelly Jobson September 2023

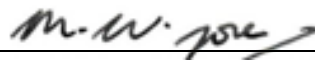
Next Review Date: September 2024

Approved by Directors: 22 November 2023

Signed:



Lois Whitehouse
CEO



Mark Gore
Chair of Standards