



# Inspire Education Trust

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## Candidate Late Arrival Policy 2025-2026

### Blue Coat CE Secondary School

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**Policy Date:** September 2025

**Review Date:** September 2026

Document History

Version	Status		Date	Author	Summary Changes
V1			September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2			September 2024	Kelly Jobson	Updated to reflect the JCQ Changes 2024-2025. Changes highlighted in yellow.
V3			September 2025	Kelly Jobson	No changes refined layout

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**.

### 1. Purpose of the Policy

This policy confirms the arrangements for candidates who arrive late for an examination at Blue Coat School, in line with the JCQ publication **Instructions for Conducting Examinations (ICE)**.

It ensures:

- Correct procedures are followed for late arrivals.
- Security and integrity of examinations are maintained.
- Candidates are treated fairly and consistently.

### 2. Definitions of Late and Very Late Arrival (ICE 21)

A candidate is **considered late** if they arrive:

- After the published start time but within one hour for exams lasting one hour or more:
- Up to 10:00am for morning exams
- Up to 2:30pm for afternoon exams (ICE 21.1)

A candidate is considered very late if they arrive:

- More than one hour after the published start time for exams lasting one hour or more:
  - After 10:00am for morning exams
  - After 2:30pm for afternoon exams (ICE 21.3)
- After the published finishing time for exams lasting less than one hour (ICE 21.3)

### 3. Policy Statement

Blue Coat School reserves the right to exercise discretion in allowing late or very late candidates to sit their examinations. The following principles apply:

- **Late arrivals** may be admitted and given the full exam duration (ICE 21.2).
- **Very late arrivals** may be admitted but must be warned that their script may not be accepted by the awarding body (ICE 21.4).
- Scripts of very late candidates must be submitted as normal, with a completed JCQ/VLA form via CAP within seven days of the exam (ICE 21.4).
- Candidates arriving for a rescheduled paper (e.g., morning paper taken in the afternoon) may be allowed to sit the exam if there is assurance they had no contact with earlier candidates. The awarding body must be informed and will decide on script acceptance (ICE 21.6).

### 4. Procedures for Late Arrivals

Candidates arriving **late** (within one hour) will:

- Be allowed to sit the exam
- Receive full exam time
- Be recorded in the exam room incident log

Candidates arriving **very late** will:

- Be warned their script may not be accepted
- Be allowed to sit the exam if deemed appropriate
- Have their details submitted via JCQ/VLA form

## 5. Roles and Responsibilities

Exams Office

- Train invigilators on late arrival procedures
- Maintain and review the incident log
- Submit JCQ/VLA forms via CAP with:
  - Time candidate came under supervision
  - Reason for lateness and any special arrangements
  - Actual start/finish times
  - Assurance of no prior access to exam content

Invigilators

- Provide standard instructions without disturbing others
- Record incidents accurately
- Allow full working time for late/very late candidates
- Ensure candidates stop after full time has elapsed (ICE 26.2)

## 6. Additional JCQ Compliance (2025/2026)

- **Multi-Factor Authentication (MFA):** Staff accessing secure materials must use MFA-compliant devices. Devices must not be shared.
- **Secure Printing:** Secure files must be printed only within the centre. External printing is not permitted without prior approval.
- **Candidate Identification:** Centres must have a written procedure for confirming candidate identity. Invigilators must ensure candidates are not in possession of smart glasses or smart devices.

Reviewed by:

Kelly Jobson

September 2024

Next Review Date:

September 2025

Approved by Directors:

1 December 2025

Signed:



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Lois Whitehouse  
CEO



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Nicky Aston  
Chair of Standards