



# Exams

## Candidate Late Arrival at Exams Protocol

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### Candidates who arrive late (up to 30 minutes)

- Candidates who are running late for their exam should call the school office as soon as possible to advise why they are late and their expected time of arrival. This message must be relayed to the Exams Officer by the School Office as quickly as possible.
- All candidates who arrive late should report directly to reception as soon as they arrive. Candidates should not go straight to the exam room but wait to be escorted by a member of staff, as instructed by the Exams Officer or member of the leadership team.
- JCQ regulations state that:
  - “A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre.”
  - “A candidate who arrives after the start of the examination should be allowed the full time for the examination, depending on the centre’s organisational arrangements and provided that adequate supervision arrangements are in place.”
- At Clacton County High, we will normally allow late candidates into the exam room to sit the examination. The candidate will be given the full time allowed for the exam. The late candidate’s new start and finish times will be written clearly by an invigilator and placed on the candidates desk.
- The Exams Officer will ensure that invigilation supervision is in place for the duration of the candidate’s exam.

### Very Late Candidates

- JCQ regulations state that 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 10.00am for a morning examination or after 2.30pm for an afternoon examination. (JCQ Published Start Times are 9am and 1.30pm).
- For examinations that last 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.
- Where the school have been informed that a candidate is going to arrive “very late” for an exam, the parent/carer will be advised by the Exams Officer as quickly as possible to keep the candidate under supervision at all times until he is handed over to a member of centre staff.
- Parents/Carers will also be instructed to:
  - Immediately take away any internet-enabled devices (e.g. mobile phone, tablet, smart watch, laptop, PC etc.)
  - If possible, personally drive or escort the candidate from home to school, using a private vehicle or taxi and avoiding public transport
  - Ensure that the candidate is fully supervised as early as possible and preferably from the published starting time of the exam, until the candidate is handed over to a member of staff at the school reception
- The parent/carer should make a written note of what time the candidate is supervised from.
- Both the candidate and the parent/carer who has supervised them will be asked to sign a letter confirming that the above measures have been put in place. The parent/carer and the candidate will also be asked to provide a signed statement giving details of the time the candidate was supervised from and by whom, and the reason for his late arrival.
- It may not be able to fully apply the above procedure where a candidate arrives at school by taxi.
- The student will be allowed to sit the examination but the exam board involved will be notified and it will be their final decision, based on the information provided by the school, whether the paper will be accepted for marking.

### After the exam

- In compliance with JCQ regulations, the centre will send the script to the awarding body in the normal way.
- In addition, the Exams Officer must **complete Form JCQ/VLA – report on the candidate admitted very late to the examination room** within seven days of the examination having taken place. The following information will be provided:

- The reason the candidate arrived late, including details of any special arrangements made for the candidate to reach the centre
- The scheduled starting and finishing times of the examination
- The time the candidate started the examination
- The time the candidate finished the examination
- The awarding body will consider each case individually in light of statements from the parent/carer, the candidate and the centre. Candidates and their parents/carers should be warned that the awarding body may not accept their work.
- JCQ regulations state that: “When deciding whether to accept any of the work done by a candidate who arrives very late, the awarding body will pay particular attention to how far it can be sure that the security of the examination has been maintained. Given that candidates may have left the examination room one hour after the awarding body’s published starting time\*, the awarding body is unlikely to be able to accept the work of very late candidates unless they have been adequately supervised.”

Where a candidate persistently arrives late for an exam, the exams officer will liaise with a senior member of staff who has pastoral responsibilities, who will speak to the candidate and to the parents/carers to determine the reasons and to follow up accordingly.

## **Mock Exams/Assessments**

Mock exams do not follow a set pattern of start/finish times. Students are required to attend normal lessons unless a mock exam is timetabled, in which case they should arrive promptly at the required venue at the scheduled time.

Parents of students who are absent at the start of the exam will be notified by text, if they have not already informed the school of an absence.

### **Late arrivals of up to 15 minutes after the published mock exam time.**

Late arrivals will follow the same procedures as Public Exams. Students should sign in via attendance and they will then be escorted to the exam room by the Exams Officer or a member of the Senior Team. Students will be given the full amount of time to complete the exam.

Arrivals after 15 minutes will not be allowed to enter the exam room and will score a 0 on that particular mock paper. This will have an impact on their overall mock grade and may impact their predicted grade that they need to use to apply for further education. Students will be placed out of circulation until the mock exam sat by their peers has finished.

### **Students who are present at school but refuse to enter the exam room**

Students will be encouraged to enter the exam room by the Exams Officer/Senior Team/Pastoral Team. Failure to do so will result in truancy being recorded and a score of 0 on that particular mock paper. This will have an impact on their overall mock grade and may impact their predicted grade that they need to use to apply for further education. Students will be placed out of circulation until the mock exam sat by their peers has finished.

The latest a student can enter the exam room is 15 minutes after the scheduled start time.

Students will not be able to complete any mock exam papers anywhere other than the allocated exam room.

If a student leaves the exam room without permission they will not be permitted to re-enter to complete the exam. Truancy will be recorded and the student will be placed out of circulation until the end of the exam. Any work completed before leaving the room will be marked.