



**PROVIDENCE ENGLISH PRIVATE SCHOOL**

**Centre: 74684**

**Candidate Late Arrival Policy**

**2023 – 2024**

**Review Date: September 2024**

**Next Review Date: September 2025**

# Contents

- 1 Purpose of the policy
- 2 Candidates who arrive late
- 3 Roles and responsibilities

## 1 Purpose of the policy

- 1.1 The purpose of this policy is to confirm the arrangements for candidates who arrive late for an examination at Providence School.
- 1.2 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)
- 1.2 A candidate will be considered very late if they arrive:
  - i. 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)
  - ii. after the awarding body's published finishing time for an examination that lasts less than one hour (ICE 21.3)
- 1.3 This policy confirms that Providence 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:
  - i. the correct procedures are followed when dealing with a candidate who arrives late to an examination
  - ii. appropriate arrangements are in place for the management of late arrivals in order to maintain the security and integrity of the examination

## 2 Candidates who arrive late

- 2.1 The following procedures are applied at Providence School in relation to candidates who arrive late to examinations:
- i. 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)
  - ii. A candidate who arrives late, and is permitted to sit the examination, will be allowed the full time for the examination (ICE 21.2)
  - iii. 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
  - iv. 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
  - v. 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
  - vi. 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
  - vii. A candidate who arrives very late will be warned that the awarding body may not accept their script (ICE 21.4)
  - viii. 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)

1.2 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)

1.3 Other Centre specific procedures:

The EO/Invigilator will conduct an exam briefing for the late candidate outside the exam venue, including the normal reminders to the candidate about taking unauthorized materials into the exam room. All invigilators are informed, through training, of the process for dealing with late and very late candidates through training / update meetings.

### **3. Roles and responsibilities**

#### **3.1 The role of the exams officer will**

- i. Inform invigilators of the policy/process for dealing with candidates who arrive late/very late through training
- ii. Provide an exam room incident log for invigilators to record relevant information relating to candidates who arrive late/very late
- iii. Warn a candidate who arrives very late that the awarding body may not accept their script (ICE 21.4)
- iv. Send the script of a candidate who arrives late/very late to the awarding body/examiner in the normal way (ICE 21.4)
- v. Submit on-line, using the Centre Admin Portal (CAP), Form JCQ- 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)

### **3.2.1 The role of invigilators**

The invigilator will:

- i. 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
- ii. Ensure relevant information is recorded on the exam room incident log relating to candidates who arrive late/very late
- iii. 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)
- iv. Write the candidate's new start and finish times clearly on the candidate's desk.

### **3.3 The role of parent and pupils**

- 3.3.1 If a candidate/parent knows that they/their child is going to arrive 'very late' for an exam, they:
- i. Must contact the school's office immediately to inform the school that they are going to be late
  - ii. Give an approximate time of arrival.
  - iii. Will be advised to keep the candidate under supervision at all times, with no access to a phone, the internet etc.
  - iv. Will be instructed to personally drive or escort the candidate from home to school using a private vehicle or taxi and avoid using public transport
  - v. Will be instructed to remain with the candidate until they are collected by the Examinations Manager
  - vi. Will be asked to sign a statement to confirm that the supervision arrangements have been followed.
- 3.3.2 The above procedure must also be followed if the candidate has not phoned in, and the school make the initial contact with the parent to advise them of a candidate's non-arrival.