

Candidate Late Arrival - Exams



BEVERLEY HIGH SCHOOL

1. General

- a) All candidates are provided with their individual exam timetables showing all examinations they have been entered for, together with the date, time, the venue and the location of their seat. Candidates are provided with this information electronically via EduLink as early as possible during the Spring Term of Y11. Candidates who wish to print their timetables can do so.
- b) When they are given their exam timetables candidates are given a copy of the Examinations Information, Regulations and Procedures Booklet informing them of their responsibilities, which include ensuring that they know the date, time and location of each of their examinations, as well as their examination number.
- c) All candidates are informed that they must attend the venue and be ready to enter the exam room 10 minutes before Beverley High School (the Centre's) start time of each examination ie arrive by 8:50am or 1:00pm.
- d) During the exam period notice boards outside the main examination room and outside the canteen are updated daily to show the seating plans for all examinations taking place that day. Candidates are informed that they must check these noticeboards before every examination.

2. Late Arrival

- a) If a candidate arrives after the start of an examination the Centre can refuse them entry to the examination.
- b) The decision as to whether a candidate who arrives late should be permitted to sit the exam will be made by the Exams Officer / Assistant Head with responsibility for exams and data / Exams and Data manager in conjunction with the Lead Invigilator / Invigilator.
- c) In making the decision whether to allow the candidate to enter the examination room and sit the examination consideration will be given to the following – this is not an exhaustive list;
 - How late the candidate is – if the lateness falls within the awarding bodies definition of 'very late', please see guidance following below;
 - The reason for the candidate's lateness;
 - Whether their entry into the exam room can be undertaken without undue disturbance to other candidates

- d) **The Centre may consider a candidate's repeated late arrival to examinations to be grounds for refusing the candidate entry to the examination, due to the candidate failing to comply with Centre requirements.**
- e) Invigilators will complete an incident log in relation to all late arriving candidates which will include;
- 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 get to 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 can be given that the candidate did not access and was not made aware of the paper's content prior to sitting the examination;
- f) A candidate who arrives late and is permitted to sit the examination will be allowed the full time for the examination, including any rest breaks, additional time or other authorised exam access arrangements that may be in place for them.
- g) Attendance registers will need to be updated if a student arrives late.
- h) Centre staff will focus on ensuring the wellbeing of all candidates sitting the examination and the security of the examination process.

3. Very Late Arrival

- a) A candidate will be considered very late if they arrive;
- more than one hour after the awarding body's published starting time for an examination which lasts one hour or more,
 - after the awarding body's published finishing time for an examination that lasts less than one hour.
- b) The process at 2a) – h) above applies to candidates who arrive very late, with the addition that the Centre will;
- send the script to the awarding body in the usual way;
 - submit the 'Report on candidate admitted very late to examination room' to the awarding body online – it will require the information set out at 2e) above;
 - **make clear to the candidate that the awarding body may not accept their script.**