

Examinations Policy

Appendix 8

Senior School

2024 / 2025



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

Examinations Policy Appendix 8: Absent Candidates and Late Arrivals Policy

Procedure for dealing with candidates who fail to appear for the start of an examination

The procedure for managing occurrences where a candidate fails to appear for the start of an examination is as follows:

- The Invigilator should inform Reception without delay. Reception should be instructed to contact the candidate straight away.
- Assuming that the candidate says that he or she wishes to take the paper then the candidate should be instructed by Reception to surrender immediately his or her mobile phone to a responsible adult (e.g. a parent) immediately upon taking the call.
- The parent/carer should be advised to keep the candidate under supervision at all times. They may be required to sign an appropriate statement to confirm the supervision arrangements that were put in place if the candidate arrives very late (more than one hour, or after the Key Time for CAIE) to the examination. For Cambridge examinations Preparation Form 7 is used for this purpose.
- An unaccompanied candidate should be told to make his or her way to School as quickly as possible.
- If the candidate arrives within one hour of the published start time for the paper and for Cambridge examinations before the Key Time, then she/he will be able to take all of the allotted time and his or her finish time will be adjusted accordingly. In cases where the candidate is less than one hour late to an examination or arrives before the Key Time (CAIE) the awarding body does not need to be informed.
- A candidate is considered to be very late if they arrive more than one hour after the published starting time for an examination or after the Key Time for Cambridge examinations. For examinations that last less than one hour candidates will be considered very late if they arrive after the published finishing time for the examination.
- In cases of Very Late Arrivals (VLA) the decision as to whether to admit the candidate rests with the School. The Deputy Head (Academic) will make this decision based on the particular circumstances of the VLA. If the candidate is allowed to take the examination, then he or she must be warned that the Examining Body may not accept his or her work. For Cambridge examinations the invigilator should annotate the answer script to indicate any work completed after the official finishing time.
- The Examinations Officer will complete relevant JCQ/VLA documentation, or for CAIE Examination Day – Form 3, at the conclusion of the affair and will forward it to the relevant Awarding Body via JCQ's Centre Admin Portal (CAP).

- The information required by the awarding body/CAP comprises:
 1. The reason the candidate arrived late; including any details of special arrangements made for the candidate to reach the centre
 2. The actual starting and finishing times of the examination
 3. The time the candidate started the examination
 4. The time the candidate finished the examination
 5. A statement on whether security may have been broken due to the candidate arriving late, including information about the extent to which the candidate was under supervision from the actual starting time of the examination

- If the extending of an examination finish time means that there are additional invigilation requirements, then the Deputy Head (Academic) will provide extra cover as required.

- Similarly, if a late running examination creates other timetabling difficulties, then the Deputy Head (Academic) will work with the Examinations Officer to resolve them satisfactorily, ensuring that JCQ guidelines are adhered to at all times.

- If the candidate is too ill to take the examination at all, then the invigilator will enter the candidate as Absent upon the official Attendance Register. The Deputy Head (Academic) will be informed and he will advise the candidate and/or his or her parents as to the implications of the absence. In such instances, it may be necessary to seek advice from the Examining Body. The School will process all subsequent requests for any Special Considerations that may be applicable.

The following advice concerning VLAs is given in ICE:

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 start time, the awarding body is unlikely to be able to accept the work of very late candidates unless they have been supervised.

The above procedure also forms part of the Examination Contingency Plan : Examinations Policy Appendix 1.

Queries

Queries on this policy appendix should be referred to the Deputy Head (Academic).

Review and Verification

This policy appendix is reviewed annually by the Deputy Head (Academic).