



Aldercar High School

Late and Absent candidates for exams Procedure

2020/21

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	September 2021

Key staff involved in the Late and Absent candidates for exams procedure

Role	Name(s)
Head of centre	Clare Hatto
Exams officer line manager (Senior Leader)	Leigh Parry
Exams officer	Carly Kyle

Principles

Candidates who do not enter the exam room at the expected time are deemed late for the exam.

Sickness

If a candidate is absent for an exam due to sickness, then a doctor's note is requested with the doctor advising that the candidate was too sick to attend the exam.

Identifying Late Students

Candidates have pre-arranged revision classes before exam start times so early notification of late candidates can be highlighted and steps put in place to get those candidates into school. A register is then taken in the exams room and those candidates absent will be marked as absent.

Late

If a candidate is aware that they are going to be late they must inform the school.

If a candidate arrives late for an exam they must report to reception and wait for the EO to meet with them. If the decision is to allow the candidate to sit the exam, then the EO will prepare the candidate before they enter the room and summarise what was said in the invigilator script. The candidate will then be granted permission to enter the exam room and will be given the full exam duration to complete the exam.

Very Late

If a candidate arrives over an hour late for an exam from the official exam start times which are 9.00am and 1.30pm then this is classed as very late with the awarding bodies.

If a candidate is aware that they are going to be very late they must contact the EO at school and discuss the best method for arriving to school. This could include restrictions on electronic devices after exam start time and being escorted to school.

The candidate must report to reception on arrival and wait for the EO. The EO will need to know the reason the student is late and any details of special arrangements made for the candidate to reach the school. If the decision is to allow the candidate to still take the exam the EO will prepare the candidate before they enter the room and summarise what was said in the invigilator script. The candidate will then be granted permission to enter the exam room and will be given the full exam duration to complete the exam. The candidate will then be warned that the awarding body will be informed that they were very late and the awarding body may not accept their script.

Invigilator

Invigilators are informed of the procedure for dealing with absent candidates through training. They should ensure confirmed absent candidates are clearly marked as such on the attendance register and seating plan. Invigilators should include details of any late students on the exam room incident log.

Centre refusal to sit exam

JCQ ICE 21.1 - 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

If Aldercar High School believe that the late arrival of a candidate will cause too much disruption for others or decides that it is not in the centres best interest to allow the candidate to sit the exam the school will refuse the candidate permission to sit the exam.

Absent from Exam

If a candidate is absent from the exam due to a medical reason then the candidate must obtain documentation from the doctors stating that the candidate is not able to sit exam. The EO will then submit this evidence to the Awarding Body.

If a candidate is absent for an exam and it is unauthorised then the candidate will be charged the entry fee of the exam.

After the Exam

In compliance with JCQ regulations, the centre will send the script to the awarding body in the normal way. In addition, Exams Officer must complete Form JCQ/VLA – report on candidate admitted very late to 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.”