

NORTHAMPTON SCHOOL FOR GIRLS

Processes and Procedures

Title:	Candidate late arrival procedures
Associated Policies and Procedures:	
Head of Centre	Cristina Taboada-Naya
Senior leader(s)	Abigail Boddy (Deputy Headteacher) Abigail Bell (Assistant Headteacher)
Exams officer	Jenny Legg
SENCo (or equivalent role)	Julia Smallman
1	Purpose of the procedure
	<p>The purpose of these procedures is to confirm the arrangements for candidates who arrive late for an examination at Northampton School for Girls.</p> <p>A candidate will be considered late if they arrive:</p> <ul style="list-style-type: none"> • 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. <p>A candidate will be considered very late if they arrive:</p> <ul style="list-style-type: none"> • 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. • After the Awarding Body's published finishing time for an examination that lasts less than one hour (ICE 21.3). <p>These procedures confirm that Northampton School for Girls 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:</p> <ul style="list-style-type: none"> • The correct procedures are followed when dealing with a candidate who arrives late to an examination. • 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
	<p>The following procedures are applied at Northampton School for Girls in relation to candidates who arrive late to examinations:</p> <ul style="list-style-type: none"> • 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). • A candidate who arrives late, and is permitted to sit the examination, will be allowed the full time for the examination (ICE 21.2). • 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) will be permitted by the Centre to sit the examination • 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.

- 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.
- 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.
- A candidate who arrives very late will be warned that the Awarding Body may not accept their script (ICE 21.4).
- 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. (ICE 21.5).
- The Awarding Body will be informed of the situation and will decide whether to accept the script (ICE 21.6). Northampton School for Girls does not have any decision making power over this.
- In all cases the Centre will submit declarations for the very late arrival of candidates for examinations, in accordance with the current JCQ document **Instructions for conducting examinations** (GR 5.9).

3. Roles and responsibilities

The role of the Examinations office/officer is to:

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

The role of invigilators is to:

NORTHAMPTON SCHOOL FOR GIRLS

	<ul style="list-style-type: none">• 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.• Ensure relevant information is recorded on the exam room incident log relating to candidates who arrive late/very late.• 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).
4.	Monitoring and Review
	<p>These procedures are reviewed and updated annually to ensure that candidates who arrive late to examinations at Northampton School for Girls are managed in accordance with current requirements and regulations.</p> <p>References in these procedures to GR and ICE refer to the JCQ documents General Regulations for Approved Centres and Instructions for conducting examinations.</p>