

[Type text]



Late and Absent Candidate Policy 2020-21

Contents

- Late Candidates
- Fixed Date Exams
- Absent Candidates

Late Candidates

It is the candidate's responsibility to arrive at the correct centre at the correct time on the correct date. A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the exam. Exams' office staff will make the decision based on JCQ regulations regarding start times and whether the invigilator or exams' office staff are available to supervise throughout. The candidate may only enter the examination room if escorted by a member of the examinations' staff who has informed the candidate of the exam conditions and regulations and reminded them to switch off any electronic devices and surrender them in the wallet provided. The candidate must enter the room silently and place all possessions not required for the exam in the designated place. The candidate will be allowed the full time allowed for the examination.

The candidate will only be allowed to take the exam as long as exams office staff can guarantee that the security of the exam has not been compromised in any way.

Fixed Date Exams

For fixed date examinations, such as GCSEs, Candidates must attend on the arranged exam date as there are no alternatives. A candidate will be considered very late if they arrive more than one hour after the published starting time for an examination which lasts one hour or more ie after 10.00am for a morning examination or after 14.30 pm for an afternoon examination.

For examinations that last less than one hour they will be considered very late if they arrive after the awarding organisation's published finishing time for an examination or 30 minutes after the awarding organisation's published starting time, whichever is later.

Where a candidate arrives very late for an examination the college will send a report to the awarding organisation by completing Form *JCQ/VLA-Report Candidate Admitted Very Late to Exam Room as soon as possible, in any event within 7 days from the date of the exam. The report must contain the following:

- The reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre
- The actual start and finish times of the examination
- The time the candidate started the examination
- The time the candidate finished the examination
- A statement on whether security may have been breached 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

The candidate should be warned that the awarding organisation may not accept the candidate's work.

Absent Candidates

If a candidate is absent from their examination the college has no responsibility to rearrange the exam. If a candidate can provide a medical certificate every effort will be made to either rearrange the exam or in the case of fixed date exams, request a refund of exam fees.

Head of Adult Learning



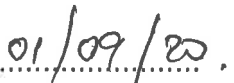
.....
Elena Diaconescu

Qualifications Officer



.....
Jane Monaghan

Date



This policy is due for review in August 2021

