



Late and Absent Candidates

Candidates are met in reception before entering the school to hand in their belongings, including phones by the Pastoral Team.

The Examinations Officer will give a 10 minute prompt over the radio so that everyone starts to collect their candidates and take them to their examination room.

Any candidate who has not arrived by 9.20am and 1.20pm will be telephoned by the Business Operations Team and the Pastoral Team who will liaise as to who makes which call.

A candidate is 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 10am for morning examination and after 2.30pm for an afternoon examination. For examinations that last less than one hour, a candidate will be considered very late if they arrive after the awarding body's published finishing time.

A candidate who arrives after the start of the examination may be allowed to enter the examination room at the discretion of the Examinations Officer and Deputy Head. This will depend on how steady that pupil is to take the examination, the impact on their late arrival to the other candidates and if rooms and invigilators can be used past the scheduled time.

Any candidate arriving late and is allowed into the examination room will be warned that their paper may not be accepted and that the relevant Awarding Body will be informed (form JCQ/VLA will be completed by the Examinations Officer). The start and end time must be recorded on the seating plan and the reason they were late, including any details of special arrangements made for the candidate to reach the centre.

Any pupils who are absent will be recorded as absent on the attendance register and a call will be made by the Pastoral Team to follow this absence up. Any pupil who does not attend an examination and does not provide medical evidence to support the absence will be charged a fee.

The Examinations Officer will liaise with the Pastoral Team and SLT to discuss arrangements and plans that can be put into place for any candidates who consistently arrive late.