Roselyn House School

CANDIDATE LATE ARRIVAL POLICY (EXAMS)

2026/2027

This policy is reviewed annually to ensure compliance with current regulations.

Approved/reviewed by	K Willacy (Exams Officer)
Date of next review	September 2027

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Purpose of the policy

The purpose of this policy is to confirm the arrangements for candidates who arrive late for an examination at Roselyn House School.

A candidate will be considered late if they arrive:

- 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 after 2.30pm for an afternoon examination

A candidate will be considered very late if they arrive:

- 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)

This policy confirms that Roselyn House School 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:

- 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

Candidates who arrive late

The following procedures are applied at Roselyn House School in relation to candidates who arrive late to examinations:

- 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 by the centre to sit the examination must be given all pre-examination information and warnings before they start the examination. The candidate must 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. candidates 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 or not to accept the script (ICE 21.6)

- In all cases the centre will submit a declaration for the very late arrival of a candidate for examinations, in accordance with the current JCQ Instructions for conducting examinations (GR 5.9)

Actions for late candidates

- If applicable, candidates who are running late for their exam should call the school office as soon as possible to advise why they are late and their expected time of arrival. This message must be relayed to the Exams Officer/SLT by the School Office as quickly as possible.

- All candidates who arrive late should report directly to reception as soon as they arrive. Candidates should not go straight to the exam room but wait to be escorted by a member of staff, as instructed by the Exams Officer or member of the SLT.

- At Roselyn House School, we allow late candidates into the exam room to sit the examination. The candidate will be given the full time allowed for the exam. However,

the candidate will be warned that the exam board may not accept their work. The late candidate's new start and finish times will be written clearly by an invigilator on the white board at the front of the exam room.

- The Exams Officer/SLT will ensure that invigilation supervision is in place for the duration of the candidate's exam.

Actions for very late candidates

- Where the school have been informed that a candidate is going to arrive "very late" for an exam, the parent/carer will be advised by the Exams Officer as quickly as possible to keep the candidate under supervision **at all times** until they are handed over to a member of centre staff.

- Parents/Carers will also be instructed to:
  - Immediately take away any internet-enabled devices (e.g. mobile phone, tablet, smart watch, laptop, PC, etc.)
  - If possible, the parent/carer will personally drive or escort the candidate from home to school, using a private vehicle or taxi and avoiding public transport
  - The parent/ carer will ensure that the candidate is fully supervised until a staff member arrives to transport the candidte
  - The parent/carer will ensure that the candidate is fully supervised as early as possible, and preferably from the published starting time of the exam, until the candidate is handed over to a member of staff at the school reception

- The parent/carer should make a written note of what time the candidate is supervised from

- Both the candidate and the parent/carer who has supervised them will be asked to sign a letter confirming that the above measures have been put in place. The parent/carer and the candidate will also be asked to provide a signed statement giving details of the time the candidate was supervised from and by whom, and the reason for his late arrival.

- It may not be able to fully apply the above procedure where a candidate arrives at school by taxi.

- The SLT/ Exams Officer will consider each case on an individual basis to determine whether the security of the examination has been compromised and will make a decision as to whether the candidate may sit the examination.

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,** using the Centre Admin Portal (CAP) within seven days of the examination having taken place.

The following information will be provided:

- 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.

- 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.

Where a candidate persistently arrives late for an exam, the exams officer/ SLT will speak to the candidate and to the parents/carers to determine the reasons and to follow up accordingly.

Roles and Responsibilities

The role of the exam's office/officer

- Inform invigilators of the policy/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 candidate admitted very late to examination room.

The role of invigilators

- 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)

Changes 2025/2026

(Updated) Under heading **Candidates who arrive late**: Bullet point 8 updated to reflect a change to ICE reference:

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)

Centre-specific changes

Not applicable

September 2025