

## **Late Arrivals Policy 2020 2021**

### **Purpose**

To ensure that the exams' operation, in the context of the students' arrival and entry into the exam room, is conducted correctly and efficiently with clear guidelines for all relevant staff and candidates.

### **Procedures**

In the event that a student has not arrived to check in at the agreed 30 minutes prior to exam start time, the Exams Officer/Office staff will contact the candidate, no later than 25 minutes before the start of the exam. If a reason for the candidate's lateness is given, this will be communicated to the Exams Officer. If the student cannot be contacted the Exams Officer will be advised accordingly.

A candidate who arrives after the start of the exam will be allowed to sit the exam providing they arrive no later than 45 mins after the exam start time. The candidate will be allowed the full duration of the exam.

The following procedure will be undertaken if a candidate arrives late:

- The candidate makes themselves known to the ACRES' office. Office staff will confirm identification and complete the pre-exam checks, which include confirming clear pencil case and water bottles, confirming mobile phone switched off etc.
- The Exams Officer will collect the candidate from the office and escort them to the exam room. Starting instructions etc. will be given outside the exam room, before the candidate is allowed to enter. The candidate will then be under the care of the invigilator.

Candidates who arrive very late for the exam, namely after candidates have been allowed to leave the exam room, will not normally be allowed to sit the exam. This can be overridden at the discretion of the centre, depending on the reason given for lateness. However in doing so, the centre must advise the candidate that the awarding body may not accept their script.

A candidate will be considered very late if they arrive:

More than 1 hour after the published starting time of an exam lasting one hour or more or for an exam lasting less than one hour, after the awarding bodies' published finishing times.