

Maple Medical PRU

Exam Policy for Late Arrivals

2019/20

This policy is annually reviewed to ensure that records are archived/retained in accordance with current requirements

Approved/reviewed by	
Management Committee	
Date of next review	December 2020

Key staff involved with late arrivals

Role	Name(s)
Exams Officer/SBM	Dawn Hollingsworth
Exams Officer line manager (Senior Leader)	Kath Formby
Head of centre	Kath Formby
SENCo	Lois Cherrington
Invigilators	Various

Purpose of the policy

The purpose of this policy is to:

- ▶ Ensure the management of exams is conducted efficiently and in the best interest of candidates
- ▶ Ensure the operation of an efficient exam system with clear guidance for all relevant staff and candidates

Procedures

- ▶ The invigilators will inform the Exam Officer who will contact the parent/carer of any candidate absent at the start of an exam. The parent/carer will be advised to keep the candidate under supervision at all times until the candidate is handed over to a member of the centre staff.
- ▶ A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. The candidate will be allowed the full time – provided that adequate supervision arrangements are in place. The invigilator will note the time of arrival in the exam hall on the seating plan.
- ▶ 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, i.e. after 10:00am for a morning exam or after 2:30pm for an afternoon exam.
- ▶ For an examination which lasts less than one hour, a candidate will be considered very late if they arrive after the awarding body's published finishing time for the examination.
- ▶ The awarding body will consider each case individually in light of statements from the parent/carer, the candidate and the centre.
- ▶ Students who arrive very late for the exam, namely after candidates may have been allowed to leave the examination room, will be allowed to sit the exam. **However, unless**

they have been supervised during that time, the awarding body is unlikely to accept the work.

- ▶ When a candidate arrives **very late** for an examination, the following will be undertaken:
 - The script will be sent to the awarding body/examiner in the normal way.
 - Form JCQ/VLA (report on candidate admitted very late to examination room) will be completed by the Exam Officer within 7 days of the examination taking place.
 - The candidate will be warned that the awarding body may not accept their work.
- ▶ If a candidate has a clash of exams, they will sit their first exam and then be supervised by Maple/their mainstream school staff, until they enter the exam room for their second exam.
- ▶ If a candidate arrives in the afternoon for a paper that had been re-arranged from a morning session, the candidate may be allowed to take the paper providing he/she has not had any contact with any candidate who sat the paper earlier.