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Company Registration Number: 10745840 (England and Wales)

Ethos Academy Trust

Candidate Late Arrival Policy

2024 - 2025

1	Summary	This policy sets how the procedures that Ethos College must follow if a candidate is late for an examination.			
2	Responsible person	Invigilators / Exams Officer			
3	Accountable ELT member	Mandeep Bains			
4	Applies to	Ethos College			
5	Trustees and/or individuals who have overseen development of this policy	N/A			
6	Headteachers/Service Heads who were consulted and have given approval (if applicable)	Mandeep Bains			
8	Ratifying committee(s) and date of final approval	Head Teacher			
9	Version Number	1.4			
10	Available on	Every	Y/N	Trust Website Academy Website Staff Portal	Y/N Y/N Y/N
11	Related documents (if applicable)				
12	Disseminated to	Entire College			
13	Date of implementation (when shared)				
14	Date of next formal review	November 2025			
15	Consulted with Recognised Trade Unions	N/A			

Date	Version	Action	Summary of changes
18/09/2024	1.4		No changes

Note: Ethos exam sessions start at 9.30 am and 1.00 pm.

Ethos College complies with the requirement to have a policy in place to deal with late arrivals
JCQ Instructions for Conducting Examinations [ICE 22]

- ▶ If a candidate is absent thirty minutes before the start of an examination group staff will inform the Attendance Officer and the Exams Officer. Group staff or the Attendance Officer will phone the candidate and, if necessary, make a home visit to bring the candidate in to the centre.
- ▶ Candidates arriving late are allowed to enter the examination up to thirty minutes after the start of the examination.
- ▶ A candidate who arrives late will be allowed the full time for the examination.
- ▶ If a room and invigilator are available, the candidate will be seated in a separate room in order to minimise disruption to other candidates. If this is not possible, the Exams Officer will liaise with the invigilator regarding entry to the timetabled room.
- ▶ The Exams Officer will use his/her discretion for any candidate arriving after the first thirty minutes: if no other candidate has left the examination, then the late candidate may sit the examination. Details regarding the reason for the late arrival and the actual time of arrival will be noted on the invigilation log.
- ▶ 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 10.00 am for a morning examination or after 2.30pm for an afternoon examination** (the awarding bodies published start times are 9.00 am and 1.30 pm).
- ▶ 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 for the examination.
- ▶ For very late candidates, the following must be noted on the invigilation log:
 - 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.
- ▶ The Exams Officer will warn the candidate that the awarding body may not accept their work.
- ▶ The Exams Officer will report the very late arrival to the awarding body by the required deadline.
- ▶ If a candidate arrives in the afternoon for a paper that had been re-arranged for a morning session, the candidate may be allowed to take the paper at the published time as long as the centre can be certain that he/she/they has/have not had any contact with candidates who sat the paper earlier. The Exams Officer will inform the awarding body, who may decide not to accept the script.