



# Bromley Adult Education College

## Late and Absent Candidate Policy

**2023-24**

### Contents

Late Candidates .....	2
Trinity candidates .....	2
Very Late Candidates .....	2
Absent Candidates .....	3

Centre Number	14207
Policy Reviewed on	24/10/2023
Head of Centre signature (Helen Hart)	
Qualifications Officer signature (Veronica Hughes)	
Date of next review	01/09/2024

## Late Candidates

It is the candidate's responsibility to arrive at the correct centre at the correct time on the correct date. A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the exam. Exams' office staff will make the decision based on [JCQ regulations](#) regarding start times and whether the invigilator or exams' office staff are available to supervise throughout. The candidate may only enter the examination room if escorted by a member of the examinations' staff who has informed the candidate of the exam conditions and regulations and asked the candidate to surrender any unauthorised items and placed them in the wallet provided. The candidate must enter the room silently and place all possessions not required for the exam in the designated place. The candidate will be allowed the full time allowed for the examination.

The candidate will only be allowed to take the exam as long as exams office staff can guarantee that the security of the exam has not been compromised in any way.

### Trinity candidates

Late arrivals can only be allowed to take the exam if the full registration process can be completed in the registration area and the candidate can take his/her place in the exam room **before** the exam has started. The start of the exam must not be delayed to accommodate a late arrival.

Any late arrivals must be noted on the incident form/supervisor's report.

## Very Late Candidates

For fixed date examinations, such as GCSEs, Candidates must attend on the arranged exam date as there are no alternatives. 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 examination or after 14.30 pm for an afternoon examination.

For examinations that last less than one hour they will be considered very late if they arrive after the awarding organisation's published finishing time for an examination or 30 minutes after the awarding organisation's published starting time, whichever is later.

Where a candidate arrives **very** late for an examination the college will send a report to the awarding organisation by completing Form [JCQ/VLA-Report Candidate Admitted Very Late to Exam Room](#) as soon as possible, in any event within 7 days from the date of the exam. The report must contain the following:

- The reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre
- The actual start and finish times of the examination
- The time the candidate started the examination
- The time the candidate finished the examination
- A statement on whether security may have been breached due to the candidate arriving late, including information about the extent to which the candidate was under supervision from the actual starting time of the examination

The candidate should be warned that the awarding organisation may not accept the candidate's work.

## **Absent Candidates**

If a candidate is absent from their examination the college has no responsibility to rearrange the exam. If a candidate can provide a medical certificate every effort will be made to either rearrange the exam or in the case of fixed date exams, arrange an exam entry in the next exam series.