



LSEC Candidate Late Exam Arrival Policy

London South East Colleges - All Campuses

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Centre name	London South East Colleges - All Campuses
Centre number	14213
Date policy first created	11/03/2024
Current policy approved by	Jane Webb
Current policy reviewed by	Lorna Hunt
Date of next review	01/09/2024

Key staff involved in the policy

Role	Name
Head of centre	Suba Dickerson - Deputy Principal Quality & Innovation
Senior leader(s)	Asfa Sohail - Executive Principal and Chief Learning Officer Fadia Clarke - Deputy Principal, Study Programmes and Quality Jane Webb - Director of MIS - Planning a& Funding
Exams officer	Lorna Hunt - Exams Manager
Other staff (if applicable)	Katie McAuley - Team Leader - Bexley & Greenwich Kim Cardwell - Team Leader - Bromley & Orpington

This policy is reviewed and updated annually to ensure that candidates who arrive late to examinations at London South East Colleges - All Campuses are managed in accordance with current requirements and regulations.

References in this policy to GR and ICE refer to the JCQ publications **General Regulations for Approved Centres** and **Instructions for conducting examinations**.

Purpose of the policy

The purpose of this policy is to confirm the arrangements for candidates who arrive late for an examination at London South East Colleges - All Campuses .

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 up to 2.30pm for an afternoon examination (ICE 21.1)

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 (ICE 21.3)
- after the awarding body's published finishing time for an examination that lasts less than one hour (ICE 21.3)

This policy confirms that London South East Colleges - All Campuses 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

1. Candidates who arrive late

The following procedures are applied at London South East Colleges - All Campuses 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 to sit the examination, will 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. a candidate arriving up to 10.00am for a morning examination or up to 2.30pm for an afternoon examination (ICE 21.1) **will** be permitted by the centre to sit the examination
- A candidate who arrives after 10.00am for an 9.30am exam is regarded as very late, and is very unlikely that the awarding body will mark the paper. It is at LSEC discretion whether a candidate is permitted to sit.

A candidate who arrives after the start time for an morning online exam will NOT be permitted to sit, candidate's are advised to request a re-book via the tutor.

- A candidate who arrives after 2.30pm for an 2.00pm exam is regarded as very late, and is very unlikely that the awarding body will mark the paper. It is at LSEC discretion whether a candidate is permitted to sit.

A candidate who arrives after the start time for an afternoon or evening online exam will NOT be permitted to sit, candidate's are advised to a request re-book via the tutor.

- 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). It will be at LSEC discretion whether a candidate is permitted to sit the examination.

- A candidate who arrives very late and LSEC has given permission to sit 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. The awarding body will be informed of the situation and will decide whether or not to accept the script (ICE 21.5)
- 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 publication **Instructions for conducting examinations** (GR 5.9)

Other centre specific procedures:

Candidates who arrive very late and are given permission to sit the exam will be asked for a statement to support LSEC's request for the paper to be marked.

Tutors can also provide a statement to support LSEC request for the paper to be marked.

2. Roles and responsibilities

The role of the exams 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 within seven days of the examination having taken place, providing the following details:

- 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 exam (ICE 21.4)

Additional responsibilities:

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)

Additional responsibilities:

Changes 2023/2024

(Changed) Under heading **The role of the exams office/officer**: Submit on-line, using the Centre Admin Portal (CAP), Form JCQ/VLA - Report on candidate admitted very late to examination room within seven days of the date of the paper concerned, providing the following details:

- 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 (ICE 21.4)

(To) Submit on-line, using the Centre Admin Portal (CAP), Form JCQ/VLA - Report on candidate admitted very late to examination room within seven days of the examination having taken place, providing the following details:

- 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 exam (ICE 21.4)

Centre-specific changes

No entry in the online test rooms once an exam has begun - candidates are to re-book via tutor