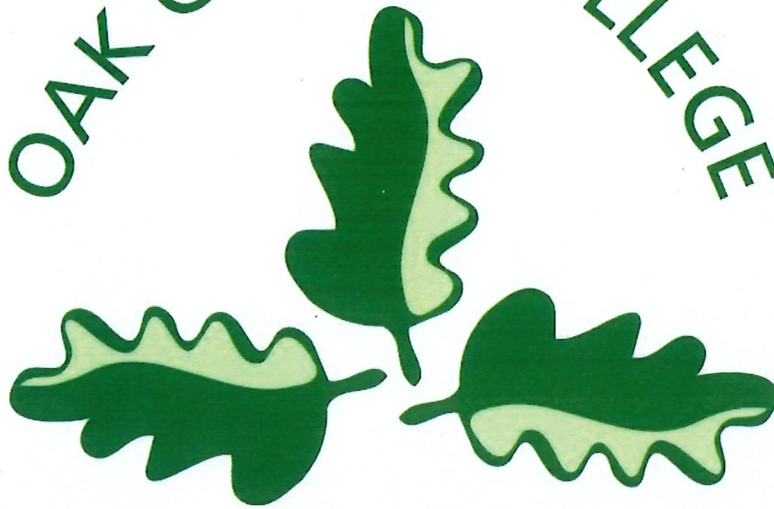


OAK GROVE COLLEGE



Everyone matters, every day counts

# Policy for Late and Absent Candidates (Exams)

Policy created:

Policy first adopted:

Signed chair of Governing Body:

A handwritten signature in black ink, appearing to be 'Ane', followed by a horizontal line.

Re-adopted & signed:

March 2022

This policy is reviewed annually to ensure compliance with current regulations



## **Purpose of the policy**

This policy details how Oak Grove College deals with the late arrival or absence of an examination candidate. It defines staff roles and also clarifies what actions candidates and their parents/carers should take in the event that they are late for or absent from a Public Exam.

This policy conforms to JCQ regulations outlined in the publication **Instructions for Conducting Examinations**.

## **Before the Exam**

- Students will be provided with a Candidate timetable giving the times of their timetabled exams (am or pm).
- Exam Notices giving details of the time and venue for each exam will be put on the School website.
- Students who are still unsure of arrangements should contact the Exams Officer

## **On the day of the exam**

Candidates should arrive in good time for their exam. School policy is that candidates should arrive **at least 15 minutes** before their start time. If there is a change to the start time the Candidate will be informed in plenty of time. Normal Public Exam start times at Oak Grove College are:

Morning exam - 9.30am - candidates arrive by 9.15am

Afternoon exam - 1.30pm - candidates arrive by 1.15pm

Candidates should make their way to the venue and wait quietly outside.

## Candidates who are late

### Candidate Responsibilities:

- Students who are running late for their exam should call the school office as soon as possible on 01903 708870 and ask to speak to the relevant Pastoral Lead or the Exams Officer to advise why they are late and their expected time of arrival. If neither member of staff is available a message must be relayed to them by the Head's PA as quickly as possible.
- All candidates who arrive late should report to reception as soon as they arrive. Candidates should not go straight to the exam venue but wait to be escorted by a member of staff, as instructed by the Exams Officer or Pastoral Lead.

### Centre Responsibilities:

- Using the Seating Plan and Exam Register the Senior Invigilator will identify any absences before the start of an exam. In the case of absence the Senior Invigilator will immediately contact the EO by phone to check whether the candidate has withdrawn from the exam.
- If the candidate has not withdrawn the EO will then contact the subject teacher to further check whether the candidate should be present or not.
- If there is no clear explanation for the candidate's absence, the EO will give a verbal instruction to the School Office to phone home.
- Updates will be passed back to the Senior Invigilator and Head of Centre

JCQ regulations state that:

- **"A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre."**
- **"A candidate who arrives after the start of the examination should be allowed the full time for the examination, depending on the Centre's organisational arrangements and provided that adequate supervision arrangements are in place."**

At Oak Grove College we will normally allow late candidates into the exam venue to sit the examination. The candidate will be given the full time allowed for the exam.

All invigilators are informed of the process for dealing with late and very late candidates through training / update meetings.

The late candidate's new start and finish times will be written clearly by an invigilator on the white board at the front of the exam room. All relevant information will be recorded by the invigilator in the exam room incident log.

The EO will ensure that invigilation supervision is in place for the duration of the candidate's exam.

## Very Late Candidates

JCQ regulations state that 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 10.30am for a morning examination or after 2.30pm for an afternoon examination.**

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.

Where we have been informed that a candidate is going to arrive "very late" for an exam, the parent/carer will be advised by the Exams Officer as quickly as possible to keep the candidate under supervision at all times until he is handed over to a member of centre staff. Parents/Carers will also be instructed to:

- Immediately take away any internet-enabled devices (e.g. mobile phone, tablet, smart watch, laptop, PC etc.)
- Personally drive or escort the candidate from home to school, using a private vehicle or taxi and avoiding public transport
- Ensure that the candidate is fully supervised as early as possible and preferably from the published starting time of the exam, until the candidate is handed over to a member of staff at Reception- the parent/carer should make a written note of what time the candidate is supervised from.

Both the candidate and the parent/carer who has supervised them will be asked to sign a letter confirming that the above measures have been put in place. Oak Grove College will also ask the parent/carer and the candidate to provide handwritten, signed statements giving details of the time the candidate was supervised from and by whom, and the reason for his late arrival.

Oak Grove College will, in compliance with JCQ regulations. Send the scripts to the awarding body/examiner in the normal way. Submit Form JCQ/VLA - report on candidate admitted very late to examination room online, using the Centre Admin Portal within seven days of the examination taken place.

The awarding body will consider each case individually in light of statements from the parent/carer, the candidate and the centre.

Candidates and their parents/carers should be clear that the awarding body may not accept their work.

JCQ regulations state that:

Centres must provide the following information:

The reason the candidate arrived late, including 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  
Warn the candidate that the awarding body may not accept the script.

When deciding whether to accept any of the work done by a candidate who arrives very late, the awarding body will pay particular attention to how far it can be sure that the security of the examination has been maintained.

Given that candidates may have left the examination room one hour after the awarding body's published starting time\*, the awarding body is unlikely to be able to accept the work of very late candidates unless they have been adequately supervised.

### **Candidates Absent from an Exam**

If a candidate is going to be absent from a written exam they or their parent/carer should tell the school office as soon as possible before the exam begins, giving full details of the reason for absence.

This information is immediately passed to the EO, who will in turn inform the Head of Centre for that paper/assessment.

Candidates who miss an exam for medical reasons should seek a signed medical note from their doctor without delay and give it to the EO as quickly as possible, so that it can be used in an application for special consideration should the candidate be deemed to meet the criteria for this by the school.

Absent candidates will be clearly recorded by the Senior Invigilator on the attendance register and seating plan.

### **Special Consideration**

If a candidate is absent for acceptable reasons, and the centre can verify this, special consideration is applied for if the exam missed is in the final relevant examination session and the "minimum requirements for enhanced grading in cases of acceptable absence" can be met. For full details of the school's policy and the minimum enhanced grading requirements please see the Exams Special Consideration Policy (available on the school website).

### **Candidates Absent from an Internal Assessment**

Where absence may affect internally assessed components/units such as controlled assessments, coursework and non-examination assessments, the school will determine whether special consideration is available by following the JCQ publication, "Guide to the Special Considerations Process".

In the case of controlled assessments/coursework/non-examination assessments the

JCQ guide advises that where a candidate meets the published criteria for special consideration it may be possible to allow a short extension to the deadline for these.

In all cases the EO, following the School's Special Consideration Policy (available on the school website) and JCQ guidelines would make an application where appropriate by contacting the Awarding Body as soon as possible.

### **Candidates who feel unwell before or during an Exam**

If a candidate reports feeling unwell before an exam outside the exam venue, the Senior Invigilator should be informed so that they can assess the situation. If it is felt that the candidate is too unwell to sit his exam, the Senior Invigilator or EO will call parents/carers to discuss the situation.

If we know a candidate may become unwell during the exam, the Exams Officer will aim to seat the candidate near an exit to make him feel more comfortable and to limit the potential disruption to others within the exam room. If necessary a sick bucket can be placed by the candidate's desk. If the candidate needs to leave the room at any point he will be accompanied by an invigilator.

In all cases where a candidate is taken ill during an exam, once the incident has been dealt with, details will be recorded in the exam log book and the EO briefed at the end of the exam, as special consideration may need to be applied for - both for the candidate who is unwell and possibly for the other candidates in the room depending on the circumstances and amount of disruption.

If a candidate is present for an exam but he or his parents feel that his performance has been hindered by illness, a signed letter from the candidate's GP should be obtained as soon as possible after the exam, explaining the circumstances, and forwarded to his Pastoral Lead for inclusion with an application for special consideration if the school feel that the candidate meets the published JCQ criteria.

