



Late & Absent Students Policy (Exams) 2018-19

College Governance Status

This policy is reviewed annually to ensure compliance with current regulations.

Review dates	By Whom	Approval date
March 2018	Staff and Governors	19 March 2018
January 2019		

Signed by Chair:

Pen Cruz

Purpose of the policy

This policy details how Caedmon College Whitby (CCW) 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 showing the times of their timetabled exams (am or pm)
- Written details for clash arrangements, where applicable, will be posted home to parents
- Exam Notices giving details of the time and venue for each exam will be put on the Exam noticeboard, and the Year 11 or Sixth Form noticeboards as appropriate, on the evening prior to the exam
- Students who are still unsure of arrangements should contact the Exams Office

On the day of the exam

Candidates should arrive in good time for their exam. College policy is that candidates should arrive **at least 15 minutes** before their start time. Normal public exam start times at CCW are:

Morning exam - 9.00am – candidates arrive by 8.45am
Afternoon exam - 1.30pm – candidates arrive by 1.15pm

Candidates (with the exception of **external candidates**) should make their way to the venue and wait quietly outside.

External Candidates

External candidates should report to reception (Normanby) at least half an hour before the start of their exam, ensuring they have their photo id with them.

The Exams Officer will accompany external candidates to the exam venue.

Candidates who are late

Candidate Responsibilities:

- Internal and external candidates who are running late for their exam should call the College office **as soon as possible on 01947 602406** and ask to speak the Exams Officer to advise why they are late and their expected time of arrival. If the EO is not available then a message must be relayed to them by the College Office as quickly as possible
- All candidates who arrive late should report to reception (Normanby) 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 designated member of ST

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 to check whether the candidate has withdrawn from the exam
- If the candidate has not withdrawn the EO will then contact the Attendance Officer to further check whether the candidate should be present or not
- If there is no clear explanation for the candidate's absence, the designated member of ST will give a verbal instruction to the College Office/Attendance Officer to phone home
- Updates will be passed back to the EO, senior invigilator and designated member of ST

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 CCW 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, however the candidate will be warned that the exam board may not accept their work.

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.

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 10.00am for a morning examination** or **after 2.30pm for an afternoon examination**. (JCQ Published Start Times are 9am and 1.30pm).

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 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 College, 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 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 statement confirming that the above measures have been put in place. CCW 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.

CCW will, in compliance with JCQ regulations, submit **Form JCQ/VLA – report on candidate admitted very late to examination room** within seven days of the examination having 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:

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.

****Please note that candidates at CCW are not permitted to leave the examination room before the end of the examination.***

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 College 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 designated ST member and the Senior Invigilator for that paper/assessment.

Candidates who miss an exam for medical reasons should seek signed a medical note from their doctor without delay and give it to their Head of Year 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 College.

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 College's policy and the minimum enhanced grading requirements please see the Exams Special Consideration Policy (available on the College 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 College 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 College's Special Consideration Policy (available on the College 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 Senior Invigilator 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 the candidate needs to leave the room at any point they 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 they or the parents feel that their 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 the Exams Office for inclusion with an application for special consideration if the College feel that the candidate meets the published JCQ criteria.