



St Paul's
CATHOLIC SCHOOL

Ministerium Tuum Imple Love | Serve | Do the best that is possible

Lateness policy (exams)

2017/18

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	January 2019

Introduction

This policy on lateness is reviewed and updated annually, on the publication of updated JCQ regulations and guidance contained in the [Instructions for conducting examinations](#).

References to 'AA' relate to JCQ *Access Arrangements and Reasonable Adjustments 2017-2018* and ICE to JCQ *Instructions for conducting examinations 2017-2018*.

Purpose of the policy

This policy details how the centre manages and administers lateness of candidates.

Length/type of exam	Allowed in:
1 hour written exam	if exam is still running
1 hour 30 minutes written exam	up to one hour late
2 hours written exam	up to one hour late
2 hours 30 minutes written exam	up to one hour late
3 hour written exam	up to one hour late
BTEC on-line exam	no lateness allowed
GCSE listening exam	no lateness allowed
3 hour BTEC controlled assessment	up to 30 minutes late

- If a candidate arrives very late to an examination, ie more than one hour after the appointed start time, the candidate will not be allowed into the exam hall. If the candidate sits this exam, the exams officer will complete form JCQ/VLA-Report, to be submitted to the appropriate exam board (*JCQ ICE 14.1*).