

# Late to Exams Policy

## 2021-2022

Date of last review: September 2021

Date of next review: September 2022

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A Specialist Science College and Training School



## 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 2021-2022 and ICE to JCQ Instructions for conducting examinations 2021-2022.

## 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

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 21.4).

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