



OWNED BY	STUDENT JOURNEY MANAGER/EXAMS OFFICER
Policy	Exams Candidates Arriving Late to Exams Halls
DATE OF LAST REVIEW	SEPTEMBER 2023
PLANNED NEXT REVIEW	AUGUST 2025
APPROVAL	SLT

Role	Name(s)
Head of centre	Matt Reynolds
Exams Team	Neil Owen, Wendy Cowgill, Jane Hart, Kezziah Pike
Invigilators	Invigilation Team

Students arriving late to exam halls

All students will have been notified of the date and time of their exams which is shown within the exams tab of CCO, in addition they should receive an email/text the evening before the exam reminding them of the time and location it is on TV screens around the College for most students.

Candidates are advised to arrive at the halls at least ten minutes before the published starting time.

Candidates who arrive after the exam has started will be directed to the exams team who will decide on the best action to take, which may include admission to the hall or relocating them to another exam area.

Depending on how late a candidate is the exams team will make the decision on whether a candidate is allowed to sit the exam based on JCQ guidance and regulations.

All candidates arriving late should be given the exam briefing outside the hall and given clear instructions as to what they should do once admitted to the hall.

They should be given their full time to complete their paper.

The lead invigilator in the hall should record details of late arrivals on the incident log on the reverse of the room plan.

The exams team will follow JCQ guidance and where necessary report to awarding bodies.

Data Protection

When managing a student's personal data information it will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

Equality

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.