



**Late Arrivals to Exams
Summer GCSE's 2024**

It is entirely at the discretion of Cefn Saeson Comprehensive School if a candidate is allowed to sit an examination if they are a late arrival. The policy below follows the rules as set by the Joint Council for Qualification (JCQ) "Instructions for Conducting Examinations".

Parent/Pupil responsibilities:

If a candidate knows that they will be arriving late for a specific exam, they must do the following:

- Contact the school office immediately to inform the examinations officer that they are going to be late.
- The parent/carer must give an approximate time of arrival.
- If your child is due to arrive late, please make sure they come and sign in at reception. The examinations officer will then accompany them to the exam hall.

If a phone call isn't made before the published start time of 9:00AM to reception, the examinations officer will be making a call home shortly after the register has been taken in the exam hall. **Please ensure a call is made to avoid this happening.**

Arrival at school within one hour of the start time:

- A candidate arriving late but who is within one hour of the published starting time of an examination will be allowed to sit the exam.
- On arrival, please ensure the candidate reports to reception immediately.
- The examinations officer or another designated member of school staff will take the candidate to their exam room.
- The candidate will be allowed the full time for examination under normal exam conditions.

Arrival at school after one hour of the start time:

- If a candidate arrives more than one hour after the published start time this will be considered 'very late' for an examination.
- If a candidate arrives over an hour later for an examination, they will be allowed to sit the exam, however the awarding body may not accept the script after this time.
- The script will be sent off as normal with the other exam papers, however a 'very late arrival form' will be completed by the examinations officer, it is then the exam boards decision to accept the paper or not.
- The candidate will be informed in writing as to the decision made by the examining board as to whether or not their script has been accepted.