Late Arrivals to exams Policy 2026-2027

St Michaels Catholic School

It is entirely at the discretion of St Michael's Catholic 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 Qualifications (JCQ) "Instructions for Conducting Examinations".

Parent/Pupil Responsibilities

- If a candidate knows that they are going to be late arriving to an exam, they must:

    - Ring the exam mobile number **07851252076 for Aylesbury**
    - Contact the school's Examinations Manager/Officer immediately via Reception or the Absence line to inform the school that they are going to be late.
    - The candidate or parent/carer must give an approximate time of arrival.
    - The parent/carer must keep the candidate under supervision at all times, with no access to a phone, the internet etc.
    - The parent/carer must accompany the candidate into the secondary site reception area.
    - The parent/carer must remain with the candidate until they are collected by the Examinations Manager/Officer.
    - Based on the time of arrival (see below), the parent/carer must sign a statement to confirm that the supervision arrangements have been followed.

- The above procedure must also be followed if the candidate has not phoned in and the school make the initial contact with the parent/carer to advise them of a candidate's non-arrival.

Arrival at School within One Hour of the Start Time

- A candidate arriving late but who is within one hour of the published starting of an examination time (when the exam is more than one hour in length) will be allowed to sit the exam.

- On arrival, the candidate will be taken to their nominated exam room by the Examinations Manager/Officer (or any other designated member of the school staff).

- The candidate will be allowed the full time for the examination under the normal exam conditions.

- In these circumstances, the relevant examining board would not be informed and the exam script will be sent as normal.

Arrival at School after One Hour of the Start Time

- A candidate will be considered very late for an examination if they arrive more than one hour after the published start time of an examination.
- For examinations that are an hour long, a candidate will be considered very late if they arrive after the published finish time of an exam.
- A candidate arriving very late will be allowed to sit the exam.
- On arrival they will be warned that the examining board may not accept their work.
- The candidate will be taken to their nominated exam room by the Examinations Manager (or any other designated member of the school staff).
- The candidate will be allowed the full time for the examination, under the normal exam conditions.
- The exam script will be sent to examining board as normal.
- The Examinations Manager/Officer will complete the Very late Arrival form on the Centre Admin Portal within seven days of the exam taking place, ensuring that all the relevant information is included and send it to the relevant examining board.
- The candidate will be informed in writing as to the decision made by the examining board as to whether their work has been accepted.

CANDIDATE ARRIVING LATE TO AN EXAM

PARENT/CARER STATEMENT

Name of Candidate:			
Date:		Time of Arrival: (To be recorded by school staff)	
Name of Parent/Carer:			
Has the Candidate had access to social media since 9am or 1.30pm? This includes any device with access to the internet to include but no restricted to: mobile phone, tablet, PC, laptop, smart watch, smart glasses.		Yes	No
Reason for Late Arrival: Evidence: (eg screenshot of traffic)			

I can confirm the above candidate was fully supervised in line with Joint Council for Qualifications (JCQ) regulations from ..... (time) until they were handed over to the Exams Officer or Head of Centre at St Michael's Catholic School.

Signed:	Date:
Print Name:	Contact Number: