**Procedures for Candidates who arrive late or absent for exams**

JCQ guidelines (ICE Section 21) state that a candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre. Where a candidate is permitted by the centre to sit the examination, must be allowed the full time for the examination.

**National Star Procedure for lateness**

**Candidates who arrive late for an examination but within one hour of the designated start time**

Candidates who arrive late for an examination but within one hour of the designated start time, will be allowed to enter the examination room quietly (and without disruption to others) and sit the exam.

Invigilators will ensure full time is given for the exam and will have an adjusted end time noted on the board.

**Candidates who arrive very late for an examination (more than one hour after the designated start time)**

Candidates who arrive very late for an examination (more than one hour after the designated start time) but before the exam has ended will be given the opportunity to sit the exam if they wish.

They will be warned that the examining body may not accept their script but will be notified of the circumstances that have caused the lateness.

Invigilation arrangements will be extended to allow the candidate to complete the examination. The invigilators will note the actual start and end times for the late candidate. The Exams Officer will complete Form JCQ/VLA within seven days of the examination having taken place using the Centre Admin Portal (CAP) and will provide the following information:

* the reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre;
* the actual starting and finishing times of the examination;
* the time the candidate started the examination;
* the time the candidate finished the examination.

The candidate must be reminded / warned that the awarding body may not accept their script

**National Star Procedure for non- attendance**

Prior to examinations taking place, ALL candidates will be notified that should they be unable sit a specific examination, they will need to notify the College as the first possible opportunity.

Where notice of non-attendance is given prior to the day of the exam, Senior staff will then speak to the student and their family/parent/carer to ascertain if there is a valid reason and whether any alternative arrangements can be put in place for example, change a non-urgent hospital appointment.

If the student has a genuine and valid reason or notifies the centre on the morning of the exam (for example: illness, accident or family bereavement) the Exams Officer will notify the exam board and ascertain if any alternative arrangements are possible.

The candidate will then be entered as ‘not present’ on the exam attendance list.