

De La Salle College



Examination Attendance and Lateness Policy

Compiled by: The Head Master	Date: July 2017
Policy Holder: Mr M White	Revision date: July 2018

Exam Attendance and Lateness Policy

Primary Reference for this policy and any queries/disputes is:

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/instructions-for-conducting-examinations-2017-2018>

This booklet is the JCQ booklet, 'Instructions for Conducting Examinations', available in each examination room.

Attendance

It is the responsibility of the Student and their parents/carer to ensure that they attend for the exams as timetabled.

Attendance and the College

The school facilitates the attendance of students by:

- Issuing student timetables via postal service
- Publishing an exam timetable and sending a hard copy to parents via postal service
- Listing the exam timetable on the school website
- Contacting the parents if a student is absent

Punctuality (See also *Late and Very Late*)

Candidates CANNOT sit an exam at any other time except the published start time.

Candidates MUST arrive 15 mins before the scheduled exam start times: 0830 and 1330

Register: (See section 15 page 36)

The register is to be taken as soon as possible.

Candidate Absence

- The school office should be informed immediately of any absence and requested to phone the parents. If the child is not at home or with the parents, ask for the parent to contact their son via his mobile phone if possible and inform us of the result. In addition ask the parent for a possible location for their son.
- Ask any students taking the same exam if they know the whereabouts of the missing student or have a contact number for them.
- Contact the subject teacher as a student may have been withdrawn or entered late.

Late: (See section 14 page 37)

A candidate may arrive up to one hour after the start of the exam providing that the examination is longer than one hour. It is 30 mins for shorter examinations. They may be given the full time allowance if this is possible. **NO PAPERWORK REQUIRED.**

Providing the centre is confident that they have not gained an 'unfair advantage'. This means that they or someone acting on their behalf has not **attempted** to find out the contents of the exam by phone, internet or **any** other means.

Very Late: (See section 14 page 34)

If the candidate arrives after one hour and BEFORE the examination finishes, they may still sit the exam WITH THE OTHER CANDIDATES but the exam board may not accept the paper. DO NOT ADVISE THE CANDIDATE OF THIS UNTIL AFTER THE EXAM.

Make sure that statements are obtained verifying that the candidate has *not gained an unfair advantage and has been supervised* – from the candidate, the person the candidate was staying with. Complete the JCQ form as detailed.