

Candidates arriving late to Exams halls Policy

2020/21

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Exams Officer	
Date of next review	01 Sep 2021

Role	Name(s)
Head of centre	Jim Grant
Exams Team	Neil Owen, Wendy Cowgill, Jane Hart
Invigilators	

Students arriving late to exam halls

All students will have been notified of the date and time of their exams, in addition it is published in the exams area of the students portal and on TV screens around the College.

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

Candidate who arrive after the exam has started will directed to the exams team who will make a decision on which hall to admit the student in order to sit heir exam.

Depending 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 in 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.

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.