



Candidate Late Arrival Policy

Review Period Annually **Last Review Date** September 2025 **Next Review Date** September 2026

Contents

1. Policy Information	2
2. Key Staff Involved in the Policy	2
3. Policy Review.....	2
4. Policy References	2
5. Purpose of the Policy.....	3
6. Candidates who arrive late	3
7. Roles and Responsibilities	3
7.1 Roles of the Exams Officer.....	3
7.2 Roles of Invigilators	3
8. Changes for 2025/2026.....	4

1. Policy Information

Centre name	Sutton House Academy
Centre number	16611
Date policy first created	08/01/2024
Current policy approved by	SLT
Current policy reviewed by	Jonathan Lee
Date of review	03/10/2025
Date of next review	03/10/2026

2. Key Staff Involved in the Policy

Role	Staff Name
Head of Centre	Eglantin Muca (Landi)
Senior Leader(s)	Rachael Wyatt
Exam Officer	Jonathan Lee
Other Staff (if applicable)	Lauren Stephens (SENCo)
	Lisa Frew (Admin Assistant)

3. Policy Review

This policy is reviewed and updated annually to ensure that candidates who arrive late for examinations at Sutton House Academy are managed in accordance with current requirements and regulations.

4. Policy References

References in this policy to GR and ICE refer to the JCQ documents General Regulations for Approved Centres and Instructions for conducting examinations.

5. Purpose of the Policy

The purpose of this policy is to confirm the arrangements for candidates who arrive late for an examination at Sutton House Academy.

A candidate will be considered late if they arrive:

- after the start of the examination and (for an examination which lasts an hour or more) up to 10.00am for a morning examination or up to 2.30pm for an afternoon examination

A candidate will be considered very late if they arrive:

- more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination
- after the awarding body's published finishing time for an examination that lasts less than one hour (ICE 21.3)

This policy confirms that Sutton House Academy reserves the right to exercise discretion whether to allow a candidate who arrives after the start of the examination to enter the examination room and sit the examination.

6. Candidates who arrive late

The following procedures are applied at Sutton House Academy in relation to candidates who arrive late to examinations:

- A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination (ICE 21.1)
- A candidate who arrives late, and is permitted to sit the examination, will be allowed the full time for the examination (ICE 21.2)
- A candidate who arrives within one hour of the awarding body's published starting time will be permitted to sit the examination
- A candidate who arrives after 10.00am or 2.30pm respectively will be considered very late and permitted to sit the examination
- A candidate who arrives very late will be warned that the awarding body may not accept their script (ICE 21.4)
- The awarding body will be informed and will decide whether to accept the script (ICE 21.6)

7. Roles and Responsibilities

7.1 Roles of the Exams Officer

- Inform invigilators of this policy
- Warn candidates who arrive very late
- Submit Form JCQ/VLA via CAP when required

7.2 Roles of Invigilators

- Record arrivals in the exam room log
- Allow full working time where applicable

8. Changes for 2025/2026

No changes are applicable to this policy.