



Kingswood House School

Examination Candidate Late or Absent Policy

- All candidates and parents are given a copy of the Kingswood House School Candidate Summer Exam Handbook that outlines procedures to follow if late or absent for an exam.
- Candidate procedure for lateness is to report to the School Office and then to the Exam Officer asap.
- Candidate/parent procedure for absence is to call the School Office asap.
- All candidates must sign in (at least 30 mins before their first exam) and out at the School Office.
- The School Office will have a timetable of exams with a list of which Candidates are sitting which exams.
- If a candidate hasn't signed in by 20 mins before their first exam of the day, the School Office will call the parents and contact the Exams Officer.
- All candidates are registered by their form teacher (am) and the Head of Seniors (pm) by 10 mins before each exam. If a candidate is absent at this point, the form teacher or Head of Seniors will liaise with the School Office who will contact the parents if not done so already and liaise with the Exams Officer.
- If a candidate is going to be absent from an exam, full details are to be passed to the Exams Officer who will contact the awarding body if necessary.
- A candidate is considered **very late** if they arrive more than one hour after the awarding body's published starting time for an exam of more than one hour (after 10:00am for a morning exam and after 2:30pm for an afternoon exam). For an exam of 1 hour or less, a candidate is considered very late

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if they arrive after the awarding body's published finishing time for that exam.

- If a candidate is **late** for an exam, they will be allowed to sit the exam with the fully allocated time according to our School policy. The Exams Officer will confirm if this is the case.
- If a candidate is **very late** for an exam, they may be allowed to sit the exam with the fully allocated time according to our School policy. The decision will be made by the Exams Office, after discussions with the Senior Leadership Team and the awarding body. There is no guarantee the awarding body will accept this paper.
- Once the candidates have started the exam, The Exams Officer or the invigilator will complete the awarding bodies' attendance register including any late candidates.

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