



St Philip Howard
CATHOLIC SCHOOL

Late or Absent Exam Policy

This Policy has been approved and adopted by the Governors of the Standards committee

Approved	Review
November 2025	November 2026



Rationale

Before an official exam, every effort will be made to remind and inform the candidates of the exam arrangements. Parents will be informed through a personalised timetable for their child of the times and dates of any exams. A copy of the school's Examinations Guide, containing a general timetable, is emailed to students and parents/ carers and is also posted on the school website. Controlled tasks or NEA times will be communicated as well to each student and their parents.

Policy Procedures

On an exam day.

1. If a candidate is missing at the point of completing the register before the start of the exam, a member of staff/invigilator should inform the Exam Officer or a Senior Leader as soon as possible.
2. The Attendance Officer / Senior Leader will try and contact the candidate to determine the reason for absence and where possible organise ways to facilitate their attendance. The candidate will be informed of the possible consequences to their grade for non-attendance or the possibility of a re-sit.
3. If they are unwell, they will be advised of the necessity for them to get a doctor's note to support any application for Special Consideration.
4. Advice will be given on how to best preserve exam integrity if they are travelling and could potentially be late or very late e.g. parent restricting access to mobile devices or any internet-enabled device, and supervising them
5. If the Candidate arrives late, i.e. less than one hour after the published start time of an exam that lasts an hour or more (before 10 for a morning exam or 2.30pm for an afternoon) or for exams less than an hour up to 30 minutes after the start time, they will be permitted to take the exam. Arrangements will be made for them to either join the existing exam room or be accommodated separately with relevant Invigilators/ access arrangement support, whichever will cause the least impact to other candidates.
6. The candidate will be supervised and escorted by a member of staff to the Exam room.
7. If a candidate is classified as "Very Late" i.e. after 10.00am/ 14:30pm for exams an hour or over or after 30 minutes or the published finishing time of an exam under an hour whichever is later, a Form JCQ/VLA Report on Candidate Admitted Late to the Examination Room must be completed by the exams officer online on CAP (Centre Admin Portal).

This form will contain the information as follows:

- The reason for the candidate arriving late, including details of special arrangements made for the candidate to reach the center
- The actual start and finish times of the examination
- The time the candidate started the exam
- The time the candidate finished the exam

- A statement on whether security may have been broken due to the candidate arriving late, including information about the extent to which the candidate was under supervision from the actual starting time of the examination
- The candidate will be warned of the possibility the exam board may not accept their work.
- The completed form will be sent within seven days to the examining body – NOT the examiner

8. If the candidate is absent due to accident, injury, medical issues, or issues that qualify for special consideration the Exam officer will set in motion the process to obtain special consideration appropriate to the situation.

9. Candidates will be charged relevant entry fees for unauthorised absence from exams, such as refusing to attend, sleeping in, taking holidays during the exam period. This information is also set out in The Examination Guide Booklet distributed to students, parents/carers.