



WALTHAMSTOW HALL
SEVENOAKS

EXAMINATIONS: ABSENT AND LATE STUDENTS

Candidates are required to register at the allocated area for their year group prior to sitting a public examination. An attendance register will be provided which candidates will tick to indicate that they have arrived to sit the examination.

If, at this stage, it is noted that a candidate is missing, the relevant head of year will phone home to make enquires about the whereabouts of the candidate in question and also to advise the parent/candidate to stay under supervised conditions at all times and not to try to make contact with another other student or use the internet if the candidate is running late.

If the candidate is absent, this will be noted on the attendance register and a special consideration will be made to the relevant awarding body.

If the student is running slightly late (i.e. less than an hour from the start of the examination), they will be met at the Hub either by the Exams Team or relevant head of year, and will sit the exam when they are ready. The starting announcement will be given to her and she will be reminded that she must not have on her a mobile or any other material not listed on the examination paper. The candidate will be allowed the full time for the examination.

A candidate will be considered very late if they arrive one hour after the published starting time of the exam (e.g. 10am and 2.30pm). The candidate will complete the examination as normal and the Exams Team will fill in a detailed report to the relevant board, paying especial attention as to whether there has been any breach of security. It is entirely up to the discretion of the awarding body whether to accept the script or not.

This policy has regard to the guidance issued by the Secretary of State.

Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.

Reviewed June 2020
Next review June 2021

Signed: Date:

Mrs J Adams
Chairman of the Governing Body