



WALTHAMSTOW HALL  
SEVENOAKS

## **EXAMINATIONS: ABSENT AND LATE CANDIDATES**

Candidates are required to register at the allocated area for their year group prior to sitting a public examination. A senior member of staff or Head of Year will be provided with a register of candidates sitting an exam and will identify candidates as they assemble before they enter the exam rooms. The Exams Team will generate a seating plan prior to the exam and check that the pupils are sitting in their correct seats after they have entered the exam room. Once the exam is underway, the Invigilator will again verify the candidate is in the correct seat and double check the seating plan. To aid the identification process, the School photo held in iSAMS will be printed on each student's candidate number tag, which is placed on each candidate's desk. External candidates must bring a form of ID which is retained digitally until the results are released and all appeals about results are concluded.

If it is noted that a candidate is missing, the relevant Head of Year will arrange a phone call 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 application 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 the student and they will be reminded that they must not have on their person a mobile phone 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 or more 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 special attention as to whether there has been any breach of security. It is entirely at 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 March 2023  
Next review March 2024

Signed: .....

..... Date:.....17 March 2023.....

Mrs J Adams  
Chairman of the Governing Body