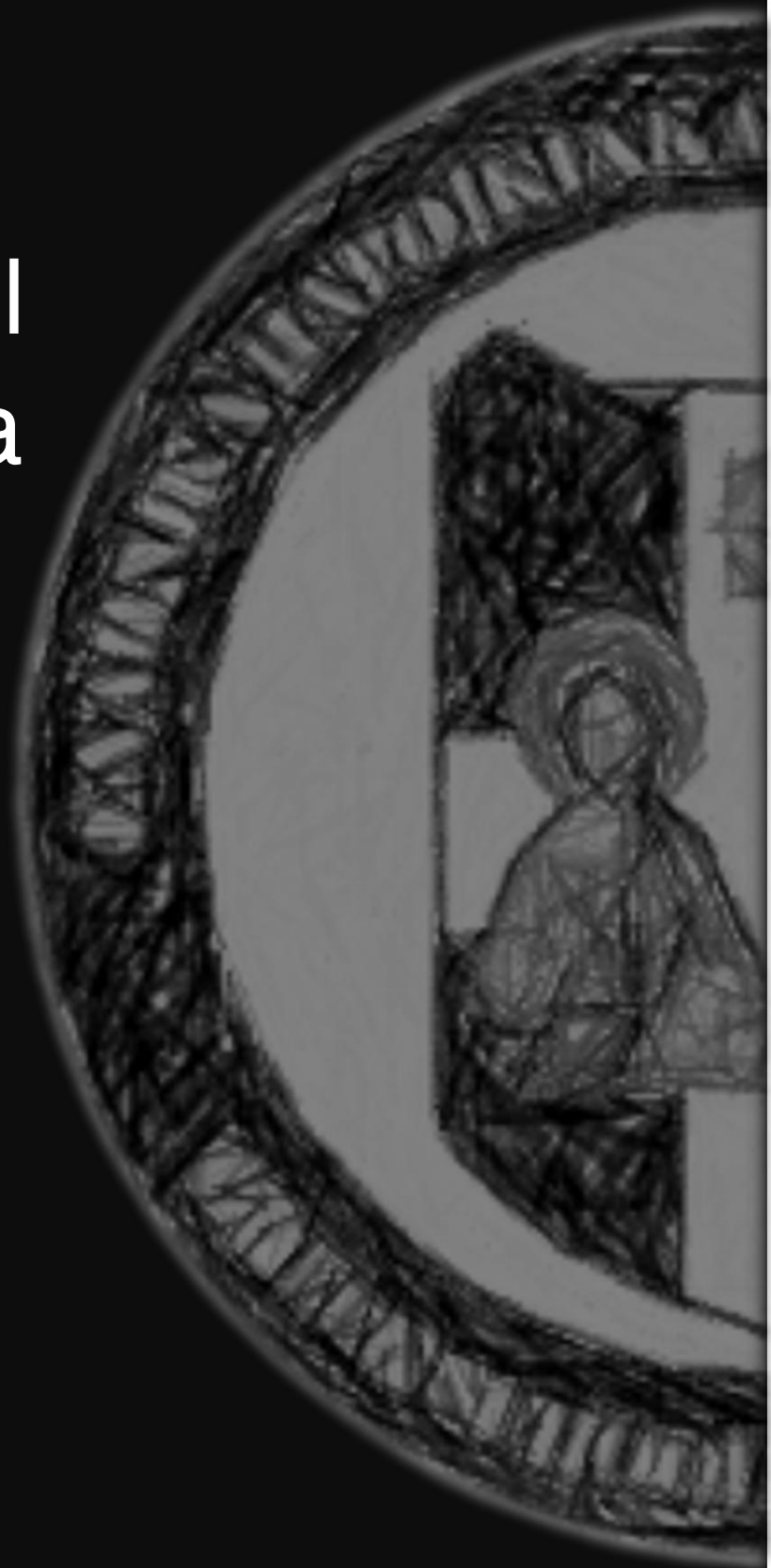


Greek School  
*of* Ayia Triada  
Birmingham

Late Arrivals of  
Candidates



# 1. Late Arrivals of Candidates

**The Centre:** Greek School of Ayia Triada Birmingham  
20226

**Head of Centre:** Dr. S. Tryfonos

**Legal:**

To meet the requirements of the JCQ concerning the late Arrivals of Candidates

To meet the requirements of the Joint Qualifications Council (JCQ)

**Monitoring and Review:**

This policy will be subject to continuous monitoring, refinement and audit by the Head of Centre and Management board of the Greek School of Ayia Triada Birmingham.

The Head of Centre and the Management board will undertake a formal annual review of this policy for the purpose of monitoring the efficacy with which the related duties have been discharged, by no later than one year from the date shown below or earlier if significant changes to the system will take place or if by legislation, regulatory requirements or best practice guidelines so required

**Official Reviews of this policy:** Management Board beginning of year

**Next Review:** 01-04-2026

**Reviewed by:** MB GSAT 01-04-2025

**Approved by:** MB GSAT 01-04-2025

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## 2. Candidates Who Arrive Late

Candidates who arrive late for their examinations maybe allowed to enter the examination room and sit the examination at our centre discretion and in accordance with the guidelines provide by the ICE as shown also below (section 21 ICE 2024):

### 21 Candidates who arrive late

**21.1** A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre.

**21.2** A candidate who arrives late and is permitted by the centre to sit the examination, must be allowed the full time for the examination.

**21.3** A candidate will be considered very late if he/she arrives:

- a) 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;
- b) after the awarding body's published finishing time for an examination that lasts less than one hour.

**21.4** Where a candidate arrives very late for an examination centres must:

- a) send the script to the awarding body/examiner in the normal way;
- b) submit Form JCQ/VLA-Report on candidate admitted very late to examination room online, using the Centre Admin Portal (CAP), within seven days of the examination having taken place. The Centre Admin Portal can be accessed via any of the awarding bodies' secure extranet sites.

The accompanying guidance notes must be read before completing the online form:

<https://www.jcq.org.uk/exams-office/online-forms/>

Centres must provide the following information:

- the time the candidate came under centre staff supervision;
- the reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre;
- the actual starting and finishing times of the examination;
- the time the candidate started the examination;
- the time the candidate finished the examination;
- any assurances that the candidate did not access and was not made aware of the paper's content prior to sitting the exam.

c) warn the candidate that the awarding body may not accept their script.

**21.5** If a candidate arrives in the afternoon for a paper that had been re-arranged for a morning session, the candidate may be allowed to take the paper at the published time as long as he or she has not had any contact with candidates who sat the paper earlier.

The awarding body must be informed of the situation and will decide whether to accept the script.

Centres should note that there is no requirement to complete any paperwork for those candidates who arrive within one hour of the awarding body's published starting time for an examination which lasts an hour or more, i.e. candidates arriving between 9.00am and 10.00am for a morning examination or between 1.30pm and 2.30pm for an afternoon examination.

### 3. Definitions

- A.** For examination at our Centre 20226. Candidates may be allowed to sit their examination in the case they have another examination at their school on the same date and at the same time as their Examination in our Centre. They may also be allowed in the case of a serious traffic incidence.

**Morning Examinations** starting at 0900- Candidates arriving at 10:00 will be allowed to take their examinations – no paper work

**Afternoon Examinations** starting at 13:00 candidates arriving at 14:00 will be allowed to take their examinations-no paper work

Morning Examinations starting at 0900- Candidates arriving at 10:30 will be allowed to take their examinations – Document JCQ/VLA should be completed in this case. Proof of reasons may be required from the candidate (e.g. statement of entry from another examination taken)

Afternoon Examinations starting at 13:00 candidates arriving at 14:30 will be allowed to take their examinations – Document JCQ/VLA should be completed in this case. Proof of reasons may be required from the candidate (e.g. statement of entry from another examination taken)

#### **B. Timings**

**GCSE 1GK01H LISTENING** duration 45 minutes → VERY late attendance 1 hour

**GCSE 1GK02H SPEAKING** duration 12 minutes → Centre does not accept late arrivals

**GCSE 1GK03H READING** duration 1 hour 5 minutes → VERY late attendance 1 hour

**GCSE 1GK04H WRITING** duration 1 hour 25 minutes → VERY late attendance after the examination is completed

**GCE 6GK01 AS** duration 2 hours and 45 minutes → VERY late attendance 1 and 30 minutes hour

**GCE 6GK02** - duration 3 hours → VERY late attendance 1 and 30 minutes hour

## **4. DOCUMENTS**

