



Da Vinci Academy  
A L.E.A.D. Academy



"One Team, Changing Worlds"

# Late/Absent Candidate Policy



L.E.A.D. Academy Trust  
Lead • Empower • Achieve • Drive

Policy Date: September 2022  
Reviewed EZA, HBO

## **Candidate Absence**

### **Exams Officer**

- The Examinations Officer, alongside the attendance officer and relevant achievement teams will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

### **Invigilators**

- Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan.

## **Candidate Late Arrival**

### **Exams Officer**

- Ensure that candidates who arrive very late for an examination (more than one hour after the awarding body's published starting time for an examination of more than one hour. For examinations of less than one hour, a candidate will be considered very late if they arrive after the awarding body's published finishing time for the examination) are reported to the awarding body as soon as practically possible after exam has taken place.
- Warns candidates that their work may not be accepted by the awarding body.

### **Invigilators**

- Ensure that relevant information is recorded on the exam room incident log.
- Ensure that a candidate who arrives late, and is permitted by the centre to sit the examination, is allowed the full time for the examination.

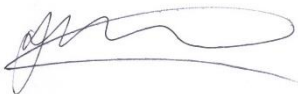
Headteacher

Date: September 2022



Deputy Headteacher

Date: September 2022



Exams Officer

Date: September 2022

