



RYDE SCHOOL
WITH UPPER CHINE

POLICY FOR LATE ARRIVALS

It is extremely important that you allow plenty of time so that you are not late for your examination. However, there may be circumstances that cause you to be late.

If you are aware that you will be late for your examination, please do the following:

1. Contact the Examinations Officer immediately or the Receptionist if you do not have the direct number with you.
2. Do not attempt to contact any of your friends who are sitting the same exam as you; do not use your mobile phone or any electronic device.
3. As soon as you arrive in school, sign in and go straight to the main exam room.
4. Quietly inform the Chief Invigilator, Mrs Haywood, that you have arrived.

If you arrive within one hour of the official start time, you will be allowed the full time to sit your examination.

If you arrive later than one hour after the official start time (ie., **after 10.00 am for a morning examination or after 2.30 pm for an afternoon examination**) you will be allowed to sit the examination **but it will be up to the examination board whether they will mark it.**

For examinations that last 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.

Please arrive to the exam hall quietly and announce yourself to the Chief Invigilator. She will ask you to hand in all unauthorised materials, your phone and watch etc., and show you to your seat.

A report will be sent off and you will need to write a statement on whether security may have been broken due to your late arrival, including information about the extent to which you were under supervision from the actual starting time of the examination.

It is possible that the examination board will not accept your work.

C. Evans
Examinations
Officer

16/10/17 (review October 2018)