HARROW INDEPENDENT COLLEGE

School of Mathematics, Science & Economics

Late Arrival to Examinations Policy

Harrow Independent College
Academic Year 2026-27

1. Introduction

This policy outlines the procedures and responsibilities regarding candidates who arrive late or very late for examinations at Harrow Independent College, in accordance with guidance issued by the Joint Council for Qualifications (JCQ). It ensures the integrity of the examination process is upheld while also ensuring fairness to all candidates.

2. Definitions

• A candidate is considered 'late' if they arrive after the start of the examination but within one hour of the published start time for exams of more than one hour.
• A candidate is considered 'very late' if they arrive more than one hour after the published start time (or after the awarding body's published finishing time for exams of one hour or less).

3. Procedure for Late Arrivals

Candidates who arrive late but within the acceptable time window (as outlined above) will be allowed to sit the examination. The full duration of the examination will be given to the candidate. The candidate will be escorted to the examination room by a member of staff, minimizing disruption.

4. Procedure for Very Late Arrivals

Candidates arriving more than one hour after the published start time (for exams longer than one hour) or after the published finish time (for exams of one hour or less) are considered very late. Such candidates may be allowed to sit the examination at the discretion of the Head of Centre. They must be informed that the awarding body may not accept their script.

The following actions must be taken:
• The JCQ Very Late Arrival Form must be completed and submitted via the Centre Admin Portal (CAP) within seven working days.
• The form must include centre and candidate information, awarding body and subject details, timings of arrival and exam, and the reason for late arrival.

• The form must also confirm that the candidate did not have prior access to the exam content.
• Supporting evidence (e.g., signed statements, photographs, or documents) should be attached where applicable.
• The Head of Centre must authorize the submission of the form.
• The candidate's script must be sent to the awarding body/examiner as per standard procedures.

5. Responsibilities

• The Examinations Officer is responsible for ensuring this policy is implemented consistently.
• Invigilators must immediately inform the Exams Officer of any late or very late arrivals.
• Candidates and parents/guardians must ensure punctual attendance for all examinations.

6. Communication and Review

This policy will be communicated to all staff, candidates, and parents before the examination series. It will be reviewed annually or following any updates from JCQ or awarding bodies.

Updated by: Sandhya Parameswaran (Exams Officer)

Approved by: Kandiah Kandeepan (Head of Centre)

Next Review Date: April 2027