



## **LATE POLICY FOR WRITTEN EXAMINATIONS**

Aldersley's policy for late arrivals is as follows:

We do allow candidates to sit the exam and have the full time allowance as long as they arrive **before one hour has elapsed.**

After one hour they can still sit the exam however, a report will be made to the exam board and their paper will not be accepted in normal circumstances.

However, if a student arrives late (after one hour) but is accompanied by an adult who can provide a written statement that the candidate was under their supervision before 10.00am or 2.30pm and that they had no internet access or contact with other people, this may be taken into consideration.

Candidates should be encouraged to arrive at the Sports Hall or their advised exams venue with plenty of time to sit their examinations which start at the following times:

AM Examinations: 9.00am

PM Examinations: 1.30pm

REVIEWED: September 2017

REVIEW DATE: September 2018